PAYROLL PROCEDURES MANUAL

SECTION G - MISCELLANEOUS PAYMENTS INDEX

(Revised 05/06)

The sub-sections, within this section, give specific information for processing procedures methods (i.e., Employment History, Payroll Input system (PIP), STD. Form 674, STD. 671, or Form 672) and document completion/submission instructions for each type of Miscellaneous Payments.

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Civil Service PIP Exceptions Transmittal

Attachment to Form 674

SUBJECT: OVERTIME G 020

DESCRIPTION
(Revised 12/02)

A. Overtime (Payment Type 1) is a payment an employee is entitled to receive for all hours worked in excess of his/her normal Work Week in classes **not** eligible for exemptions under Section 7K of the Fair Labor Standard Act (FLSA) and for employees in law enforcement and fire suppression classes eligible for exemption under Section 7K of the FLSA.

ELIGIBILITY CRITERIA REFERENCES: **G 021**
(Revised 07/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:
   1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:
      a. Personnel Management Letters and Liaison Memos and Pay Letters - Issued electronically to Human Resources and available on DPA's web page

(www.dpa.ca.gov) via the Personnel Information Exchange (P.I.E) System
   b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations
   c. California Civil Service Pay Scales, Section 10 - Available in hard copy , and also available for those with authorization to the P.I.E System on DPA's web page (www.dpa.ca.gov) under policies and regulations
   d. Fair Labor Standard Act (FLSA) interpretation manual – available on DPA's web page (www.dpa.ca.gov) under Publications, FLSA Manual
2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:
   a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs)

B. California State University (CSU) Employees eligibility criteria are established by:
1. Chancellor's Office administering all matters concerning California State University employer-employee relations set forth by guidelines to users and campuses via:
   a. CSU Salary Schedule – Available in hard copy, and also available on CSU's web page (www.calstate.edu/hradm/policies.shtml) under FLSA
   b. Bargaining Unit (BU) Contracts – Available on CSU's web page (www.calstate.edu/hradm/policies.shtml) under Collective Bargaining Unit agreement

TAXES **G 022**
(Revised 07/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. (Refer to Section H 100)

GENERAL INFORMATION **G 023**
(Revised 12/02)

A. Calculation of the following payment/benefits
   1. Not included: Industrial Disability Leave, Non-industrial Disability, or Lump Sum.
   2. Included: Not Applicable.

B. Retirement: Overtime is not subject to retirement.

OVERTIME PAY DETERMINATION CHART FOR CIVIL SERVICE AND CSU EMPLOYEES: **G 024**
(Revised 04/03)

A. The following Overtime (OT) Pay Determination Chart identifies various conditions that need to be considered to determine the appropriate Earnings ID(s) to use based on the FLSA definitions.

Note: Employees in dual WWGs, Standby Duty, or emergencies declared by the Governor are eligible for special work week allocation and overtime authorization. Refer to the Civil Service Pay Scale, Section 10.

1. Specifically, the chart provides:
   a. FLSA definitions applicable to those classifications under the FLSA provisions
   b. Overtime Factors and Shift differential Codes by Earnings IDs:
      0.5 = Half Time
      1.0 = Straight Time
      1.5 = Time and One Half
      E or R = Evening Shift
      N or S = Night Shift

D = Daily Rate

c. Earnings IDs to use based on FLSA definitions
d. Payroll conditions based on Earnings IDs
e. Hourly rate and WWG information
f. Symbols and areas as defined below:
g. Shaded area = Not applicable
X = Applicable for specific condition, OT Factor, Shift Differential Code and EID

Note: Refer to eligibility Criteria reference G021, A. 1. d. for Overtime Calculation Formulas

OVERTIME PAY DETERMINATION CHART FOR CIVIL SERVICE AND CSU EMPLOYEES

G 024

FLSA DEFINITIONS	OT FACTORS and SHIFT DIFF. CODES					USE EARNINGS ID	WHEN PAYROLL CONDITION IS TO:	HOURLY RATE AND WWG INFORMATION
	.5	1.0	1.5	E or R	N or S			
Employees in classes **not eligible** for exemption under Section 7K of the FLSA	X					OT	Not include "Locked in" Pay Differentials and/or Shift Differential in the hourly rate.	Hourly rate is automatically calculated and derived from employee's Employment History (EH) record. WWG is derived from the Civil Service Pay Scales or the CSU Salary Schedule.
		X				OT5		
			X			OT6		
*Employees in class code 7222 only (i.e., Printing Plant Superintendent)	X			X		OTE or *OTER	Include Shift Differential in the hourly rate.	Hourly rate is automatically calculated and derived from employee's Employment History (EH) record AND SHIFT Differential rate. WWG is derived from the Civil Service Pay Scales or the CSU Salary Schedule.
		X		X		OT5E or *OT5R		
			X	X		OT6E or *OT6R		
**Employees in Trade Rate classes only	X				X	OTN or *OTNS		
		X			X	OT5N or *OT5S		
			X		X	OT6N or *OT6S		
	X					OT7	Include "Locked in" Pay Differentials and Shift Differential in the hourly rate.	Hourly rate is automatically calculated and derived from employee's EH record and Shift Differential rate. WWG 2 is generated for Civil Service and CSU employees regardless of the WWG shown on the Civil Service Pay Scales or the CSU Salary Schedule.
		X				OT8		
			X			OT9		
						**OTR	Not include "Locked in" Pay Differentials and/or Shift Differential in the hourly rate. Note: Refer to the Overtime Pay Processing Chart, G 024, for Benefit Trust Deduction (BT).	Hourly rate is manually calculated and entered on the PIP. WWG is derived from the Civil Service Pay Scales.
Employees in classes **not eligible** for exemption under Section 7K of the FLSA Or, Employees in classes **eligible** for exemption under	X					OF	Not include "Locked in" and not "Locked-in" Pay Differentials or Shift Differential for employees whose overtime rate requires special calculations. For example: Employee earns one or more Miscellaneous Pay for only a portion of the work period (e.g.,	Hourly rate is manually calculated and entered on the PIP. WWG 2 is generated for Civil Service and CSU employees regardless of the WWG shown on the Civil Service Pay Scales or the CSU Salary Schedule.
		X				OF5		
			X			OF6		
	X			X		OFE		
		X		X		OF5E		
			X	X		OF6E		

OVERTIME PAY DETERMINATION CHART FOR CIVIL SERVICE AND CSU EMPLOYEES

G 024

FLSA DEFINITIONS	OT FACTORS and SHIFT DIFF. CODES					USE EARNINGS ID	WHEN PAYROLL CONDITION IS TO:	HOURLY RATE AND WWG INFORMATION
	.5	1.0	1.5	E or R	N or S			
Section 7K of the FLSA	X				X	OFN	"Locked-in" Diving Pay) Pay Differential is not "Locked-in" (e.g., Out-0f-Class Assignment Pay) Pay Differential or Shift Differential is pro-rated	
		X			X	OF5N		
			X		X	OF6N		
Employees in classes not eligible for exception under Section 7k of the FLSA are eligible to receive On-Call Pay					X	OC	Not include "locked in" Pay Differentials and/or Shift Differential in the daily rate.	Daily rate is manually calculated and entered on the PIP. WWG is derived from the Civil Service Pay Scales.

PROCESSING PROCEDURES METHODS G 024

(Revised 04/03)

A. The following provides transmittal information and three processing methods for payments (i.e., STD. 671, STD. Form 674 and Payroll Input Process):

1. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with a STD. 671 or STD. Form 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. MISCELLANEOUS PAYROLL/LEAVE ACTION – STD. 671
   a. Submission of STD. 671 (original overtime) for the following conditions:
      1) Out of history payment (i.e., the current pay period plus 12 prior pay periods)
      2) Mid-month salary rate change requesting time to be paid
      3) Payment of 250 or more hours
      4) Emergency employee
      5) Overtime request for employee not appointed to the department in which Overtime is being requested
      6) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)
      7) Employee has multiple/concurrent job assignments
      8) Employee(s) on disability leave for the entire month. An explanation of why employee is entitled to payment(s) must be provided (e.g., Subpoena witness on regular day off).

   b. Completion of STD. 671 is required for each pay period:
      1) The following areas must be completed:
         a) Pay Period
         b) Agency Name
         c) Social Security Number (SSN)

d) Employees Name
e) Position Number (enter position from which payment is to be issued.
Note: Position must match employee's EH for the pay period being requested)
f) EID - Refer to the Overtime Pay Determination Chart, G 023
g) Time to be Paid
h) Alternate Funding Code (enter an alpha or numeric character if payment is to be charged to a position other than the employee's EH position)
i) Salary Rate (complete with an hourly rate)
j) WWG
k) Gross
l) Alternate Funding (enter position from which payment is to be issued.
Note: Class code must match employee's EH record for the pay period being requested)
m) Authorized Signature/Telephone Number and Extension
n) Date Signed

3. PAYROLL ADJUSTMENT NOTICE – STD. Form 674
   a. <u>Submission of STD. Form 674 (overtime adjustments only) for the following conditions</u>:
      1) Adjustments to salary rate or salary rate and time
      2) Overtime rate was automatically calculated and derived from employee's EH records, and the rate should have been manually computed (e.g., Out-of-Class Assignment Pay should have been included in the rate)
      3) Mid-month salary adjustments
   b. <u>Completion of STD. Form 674:</u>
      1) A STD. Form 674 Form is required to be completed for each pay period. The following items <u>must be completed</u> on the STD. Form 674.
         a) Social Security Number (SSN)
         b) Employee Name
         c) Position Number (enter position from which payment is to be issued.
         Note: Class code must match employee's EH class code for the pay period being requested)
         d) Remarks - if applicable
         e) Payment Per SCO Warrant Register
            - Issue Date (If Applicable)
            - Pay Period
            - Salary Rate (hourly rate)
            - Time Worked
            - Payment Type
            - Suffix (e.g., EID OF only)
            - Earnings ID
            - Shift Code – if applicable
            - Gross
         f) PAYMENT Should be
            - Pay Period
            - Salary Rate (hourly rate)
            - Time Worked
            - Payment Type
            - Suffix (e.g., EID OF only)
            - Earnings ID
            - Shift Code – if applicable
         g) Form completed by and Telephone Number and Extension
         h) Agency Name
         i) Authorized Signature

4.PAYROLL INPUT PROCESS (PIP)

a. Original overtime is documented on a Time and Attendance (T/A) Form 672 or Miscellaneous (Misc.) STD. 671 and keyed via the PIP. In addition, the following special conditions can be keyed via the PIP if in history, otherwise, request should be submitted on a STD. 671 or STD. Form 674. Refer to G 024.

1) Special Conditions are:

a) Overtime payment request is for an employee not appointed to the department in which overtime is being requested. This request should be keyed by the primary department/campus (in which employee is appointed) using an alternate funding code.

b) Overtime payment request is for 250 or more hours key via the PIP by using two line entries (e.g., one with 100 hours and another with 150 or more hours).

c) Original overtime payment request includes Out-of-Class Assignment Pay Use EID(s) OF, OF5, or OF6.

2). The following Original Overtime PIP Processing Chart provides:

a) Overtime Earnings IDs
b) Instructions for Special Conditions by EID, if applicable
c) Specific PIP keying instructions for Civil Service and CSU employees by EID
d) Various symbols, letters, and words as defined below:

X=Hours must be entered in the Days/Hours field.

Blank=Field(s) must be left blank.

$$ = Gross is entered in the salary rate field on a STD. 671 (hard copy) and keyed on the Mis Screen;

OR

Gross is entered in the salary rate field on a Form 674 (hard copy and keyed on the TA Screen.

ORIGINAL OVERTIME PIP PROCESSING CHART

OVERTIME Earnings IDs	INSTRUCTIONS FOR SPECIAL CONDITIONS	PIP KEYING INSTRUCTIONS FOR CIVIL SERVICE AND CSU EMPLOYEES			
		DAYS/ HOURS	SALARY RATE	WWG	GROSS
OT, OT5, OT6 OTE, OT5E, OT6E, OTER, OT5R,OT6R OTN, OT5N,OT6N, OTNS, OT5S, OT6S		/X	Blank	Blank	Blank
OT7, OT8, or OT9		/X	Blank	Blank	Blank
OTR	• Do not use an alternate funding code	/X	$$	Blank	Blank

BT1	• Use BT1 (code 049) to charge deduction to overtime. • Key EID OTR and BT1 in the same cycle. • Enter amount to be deducted in the Gross field (e.g., 100.00).	Blank	Blank	Blank	$$
OF, OF5, OF6 OFE, OF5E, OF6E OFN, OF5N, or OF6N	• Do not use these Earnings IDs to request other payment types such as adjustments to salary rate or shift differential payments.	/X	$$	Blank	Blank
OC	• Do not use these Earnings IDs to request other payment types. Only days can be requested for this Eanings ID. Submit a STD. 671 to request days and hours.	/X	$$	Blank	Blank

b. Overtime adjustments are documented on a STD. 683 and keyed via the PIP.
   1) The following Overtime Adjustments PIP Processing Chart provides:
      a. Specific PIP keying instructions for Civil Service and CSU employees by Payment Per Warrant Register" and "Payment Should Be"
      b. Various symbols, letters, and words as defined below

PT = Payment Type
SD = Shift Differential
RC = Roll Code
Shaded area = Not required
X = Required
** = Applicable for specific conditions (e.g., Shift Differential is to be included in the rate)

OVERTIME ADJUSTMENTS PIP PROCESSING CHART

PIP SCREEN AREAS	PIP KEYING INSTRUCTIONS FOR CIVIL SERVICE AND CSU EMPLOYEES						
	SALARY RATE	DAYS	TB FRACTION	PT	HOURS	SD	RC
PAYMENT PER WARRANT REGISTER	X			X	X*	**	
PAYMENT SHOULD BE	X			X	X	**	

*Overtime hours previously issued (e.g., original plus adjustments) must be totaled and entered.

SUBJECT: PERSONAL LEAVE BUY BACK/CASH-OUT FOR CIVIL SERVICE EXCLUDED EMPLOYEES

DESCRIPTION **G 040**
(New 09/02)

A. Personal Leave Buy Back/Cash-Out (Payment Type/suffix P) is for employees who elect and are permitted to receive payment at their regular hourly salary rate in exchange for personal leave credits. Departments participation is discretionary. Employees' eligibility is determined by an employee's CBID.

ELIGIBILITY CRITERIA REFERENCES **G 041**
(New 09/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:

1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:

   a. Personnel Management Liaison Memos and Pay Letters - Issued electronically to Human Resources and available for those with authorization to the Personnel Information Exchange (P.I.E) System on DPA's web page (www.dpa.ca.gov) under policies and regulations.

   b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations.

2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:

   a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs).

   b. California Leave Accounting System – Available on SCO's web page (http://www.sco.ca.gov/ppsd/clas) under CLAS Manual.

TAXES **G 042**
(New 09/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION **G 043**
(Revised 12/01)

A. Calculation of the following payment/benefits
   1. Not included: Overtime, Industrial disability Leave, Non-Industrial Disability, or Lump Sum
   2. Included: Not Applicable.

B. Retirement: Personal Leave Buy Back/Cash Out is not subject to retirement.

EARNINGS IDs (EID) DEFINITIONS **G 044**
(New 09/02)

A. The Earnings IDs used for Personal Leave Buy Back/Cash-Out are defined as follows:

1. PL36
   a. Payments are requested via the **California Leave Accounting System (CLAS)**.
      1) The hourly rate is automatically calculated by the Payroll System and employees' leave benefit balances are updated.
   b. Payments are based on the hours to pay and the employee's straight-time hourly salary rate for the pay period that the payment is being requested.
      1) The hourly rate includes "Locked-in" Pay Differentials, to the Employment History Data base (EHDB). For example, the Payroll System computation would be:
         a) Civil Service (CS) employee:

Rate (includes locked in Pay Differentials) / 173.33 X number of hours of Personal Leave Buy Back = gross.

b) CS Academic employee:
Rate (includes locked in Pay Differentials) X 12 / number of academic calendar days for pay period = gross / 8 = hourly rate X number of hour of Personal Leave Buy Back = gross

2. 99
   a. Payments are requested via the the **Payroll Input Process (PIP)**.
      1) The hourly rate is automatically calculated by the Payroll System and employees' leave benefit balances are updated.
         Note: Payments for employees entitled to an hourly salary rate that differs from their EHDB hourly rate (e.g., includes Pay Differentials that are **not** "Locked-in") are requested via STD. Form 674. Refer to G 044, A.2.b., Completion of STD. Form 674.
   b. Payments are based on the hours to pay and the employee's straight-time hourly salary rate for the pay period that the payment is being requested.
      1) The hourly rate includes "Locked-in" Pay Differentials, to the EHDB.
         Refer to 1), a) and b) above for an example on how the Payroll System computes Personal Leave Buy Back/Cash-Out for CS and Academic employees.

PROCESSING PROCEDURES/METHODS **G 045**
(Revised 04/03)

A. The following provides transmittal information and two processing methods for payments (i.e., Form 674 and Payroll Input Process).
   1. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with STD. Form 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

   2. PAYROLL ADJUSTMENT NOTICE – STD. Form 674

      a. Submission of STD. 674 for the following conditions:
         1) Out of history payment – Pay periods prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
         2) Hourly salary rate differs from the hourly salary rate for the pay period being requested.
         3) Academic Employee
         4) Employee who is not active on Employment History Data base (EHDB) for the pay period
         5) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)
         6) Employee is on disability the entire months
         7) Adjustments to salary and/or time

      b. Completion of STD. Form 674:
         1) A STD. Form 674 is required to be completed for each pay period. The following items must be completed on the STD. Form 674. Refer to the following Std. Form 674 (**simplified version**) completion **example** below.

	(2) SOCIAL SECURITY NUMBER	(3) NAME	(4) POSITION NUMBER			
			AGENCY	UNIT	CLASS	SERIAL
	Complete	Complete		See below*		

	REMARKS: Describe payment type

(6)	POS	ISSUE DATE MO	ISSUE DATE DY	ISSUE DATE YR	PAY PERIOD T	PAY PERIOD MO	PAY PERIOD YR	SAL TYPE	SALARY FULL	TIME WORKED DYS	TIME WORKED HOURS	PMT. TYPE	PAY SUFFIX	EARNINGS ID	GROSS	NET	WR #
A. PAYMENT PER SCO WARRANT REGISTER		Complete – If applicable						4	Enter hourly rate		Complete	1	P	99	Complete-If applicable		
B. PAYMENT SHOULD BE					Complete			4	Enter hourly rate		Complete	1	P	99	Complete		

FORM COMPLETED BY:	PHONE NO.		
Complete	Complete – enter extension		
(AGENCY NAME)		AUTHORIZED SIGNATURE	DATE
FROM: Complete		Complete	Complete

*Enter position number from which payment is to be issued. Class code must match employee's EH class code for the pay period being requested.

3. PAYROLL INPUT PROCESS (PIP)
   a. Personal Leave Buy Back/Cash-Out is documented on a Time and Attendance (TA) Form 672 or Miscellaneous (Mis) Payroll/Leave Actions STD. 671 and keyed via the PIP.
      1) The following Personal Leave Buy Back/Cash-Out PIP Processing Chart provides:

         a) Personal Leave Buy Back/Cash-Out Earnings IDs
         b) Information based on Earnings IDs
         c) Specific keying instructions for PIP and CLAS
         d) Various symbols, letters, and words as defined below:

            X = Hours must be entered in the Days/Hours field.
            Blank = Field(s) must be left blank.

PERSONAL LEAVE BUY BACK/CASH-OUT EARNINGS	THIS EARNINGS ID WILL:	PIP KEYING INSTRUCTIONS FOR PERSONAL LEAVE BUY BACK/CASH-OUT FOR EXCLUDED AND ACADEMIC EMPLOYEES			
		DAYS/HOURS	SALARY RATE	WWG	GROSS
PL36 (CLAS)	• Issue pay and update leave benefit records	/X	BLANK	BLANK	BLANK
99 (PIP)	• Issue pay only. Does **not** update leave benefit records	/X	BLANK	BLANK	BLANK

SUBJECT: SHIFT DIFFERENTIAL

(New 09/02) **G 050**

A. Regular Shift Differential pay (payment type 2) is to compensate employees who are scheduled to work other than a standard "Day time" shift (e.g., swing shift). In

addition, employees working overtime on an evening or night shift are entitled to receive Overtime Shift Differential pay (payment type 1, suffix S).

Note: Excluded from this area are the following payments:
Split Shift Pay Differential and Night Shift Differentia**l -** Office of State Printing Plant. Refer to Section G 105, Awards, Bonuses and Special Pays under Miscellaneous Payments Processing Chart.

ELIGIBILITY CRITERIA REFERENCES **G 051**
(New 09/02)

A. Civil Service/Excluded Employees eligibility criteria are established by:
   1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Excluded employer-employee relations set forth by guidelines to users and departments via:
      a. Personnel Management Liaison (PML) Memos and Pay Letters – Issued electronically to Human Resources and also available for those with authorization to the Personnel Information Exchange (PIE) System on DPA's web page (www.dpa.ca.gov) under policies and regulations
      a. California Civil Service Pay Scales, Section 14 – Available in hard copy and available on DPA's web page (www.dpa.ca.gov) via the PIE System under manuals and procedures
      c. Bargaining Unit Contracts – Available on DPA's web page (www.dpa.ca.gov/collbarg/bumenu.shtm) under Labor Relations

   2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:
      a. Payroll Letters – Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs).

B. California State University (CSU) Employees eligibility criteria are established by:
   1. Chancellor's Office administering all matters concerning California State University employer-employee relations set forth by guidelines to users and campuses via:
      a. CSU Salary Schedule – Available in hard copy, and also available on CSU's web page (http://www.calstate.edu/hrpims/salary.htm) under Shift Differential Explanatory notes.
      b. Bargaining Unit Contracts – Available on CSU's web page (http://www.calstate.edu/laborrel/contracts_html/contracts.shtml)
      c. CSU Pay Letters – Available on CSU's web page (http://www.calstate.edu/hradm/memos.shtml)

TAXES **G 052**
(New 09/02)

A. In accordance with the tax laws, the following tax methods for Federal and State withholdings are used. Refer to section H 100, Taxes.
   1. Aggregate method for Regular Shift Differential only "locked-in" (i.e., included and calculated in the salary total for regular pay) to the Employment History Data Base (EHDB).
   2. Flat rate method for Regular Shift Differential and Overtime Shift Differential (i.e., **not** "Locked-in" to the EHDB).

GENERAL INFORMATION **G 053**
(Revised 12/01)

A. Calculation of the following payment/benefits
   1. Regular Shift Differential (Payment type 2)

a. Not included: Non-Industrial Disability Leave,
b. Included: Overtime, Industrial Disability, or Lump Sum.

2. Overtime Shift (Payment type 1, suffix S)
   a. Not Included: Industrial Disability Leave, Non- Industrial Disability, or Lump Sum.
   b. Included: Not applicable

B. Retirement:
1. Regular Shift Differential (payment type 2) is subject to retirement
2. Overtime Shift Differential (Payment type 1) is **not** subject to retirement.

SHIFT DIFFERENTIAL PAY DETERMINATION CHARTS FOR CIVIL SERVICE/ EXCLUDED, LEGISLATIVE COUNSEL, STATE PRINTING PLANT(CLASS 7222), AND CSU/EXCLUDED EMPLOYEES **G 054**

(Revised 11/05)

A. The following Shift Differential Pay Determination Charts for Civil Service/Excluded, Legislative Counsel, State Printing Plant, and CSU/Excluded employees identifies various conditions that need to be considered to determine the appropriate Earnings ID(s) to use based on the provisions from bargaining unit (BU) contracts(s), effective dates, and payment types.
1. Specifically the chart provides:
   a. BU
   b. Effective Date based on BU
   c. Regular Shift Differential Earnings Ids payment type 2 by evening or night
   d. Overtime Shift Differential Earnings Ids for payment type 1
   e. Overtime Shift Differential factors for payment type 1 are:
      1.0 = Straight Shift
      1.5 = Premium Shift
   f. Corresponding hourly rate by BU and payment type
   g. Shaded area is not applicable

SHIFT DIFFERENTIAL PAY DETERMINATION CHART FOR CIVIL SERVICE/EXCLUDED AND LEGISLATIVE COUNSEL EMPLOYEES
CHART G 054

Note: Refer to the civil service DPA Pay scales, section 14 (www.dpa.ca.gov) for monthly amounts.

CIVIL-SERVICE/EXCLUDED AND LEGISLATIVE COUNSEL EMPLOYEES	EFF. DATE	REGULAR SHIFT DIFFERENTIAL EARNINGS IDS AND RATES (PAYMENT TYPE 2)		OVERTIME SHIFT DIFFERENTIAL EARNINGS IDS, OVERTIME FACTORS AND RATES (PAYMENT TYPE 1)			
BU		EVENING SHIFT	NIGHT SHIFT	EVENING SHIFT		NIGHT SHIFT	
		SRE	SRN	S5E	S6E	S5N	S6N
				1.0	1.5	1.0	1.5
R01, R03, R04, R09, R10, R11, R12, R21	1/1/90	.40	.50	.40	.60	.50	.75
R05	1/1/90	.40	.65	.40	.60	.65	.98
R06, C06, M06, S06 – Employees in Correctional classifications only	1/1/90		.50			.50	.75
R07, C07, M07, S07	1/1/90		.50			.50	.75
R13	1/1/91	.90	1.00	.90	1..35	1.00	1.50

CIVIL-SERVICE/EXCLUDED AND LEGISLATIVE COUNSEL EMPLOYEES	EFF. DATE	REGULAR SHIFT DIFFERENTIAL EARNINGS IDS AND RATES (PAYMENT TYPE 2)		OVERTIME SHIFT DIFFERENTIAL EARNINGS IDS, OVERTIME FACTORS AND RATES (PAYMENT TYPE 1)			
C13, M 13, S13	3/1/91	.95	1.05	.95	1.43	1.05	1.58
R14, S14, M14 – Except State Printing Plant	1/1/90		.50			.50	.75
R15	1/1/91		.50			.50	.75
C15, M15, S15	10/1/92		.50			.50	.75
R17	1/1/90	.60	.75	.60	.90	.75	1.13
S17	**1/1/90**	**.65**	**.80**	**.65**	**.98**	**.80**	**1.20**
C17, M15, S15 – Employees in Nursing Classifications only	1/1/90	.60	.80	.60	.98	.80	1.20
R18*	1/1/90	.50	.40	.50	.75	.40	.60
R19	1/1/90	.40	.50	.40	.60	.50	.75
R19 - Rehabilitation Therapist *Mid-shift (8 hours between noon and 9 p.m.)	7/1/98	.40*		.40	.60		
R20	1/1/90	.40	.50	.40	.60	.50	.75
E25	1/1/91		.50			.50	.75
Exempts and Non- represented (not listed above)	1/1/91	.45	.55	.45	.68	.55	.83

Note: Refer to the appropriate BU contract or DPA Pay Scales, Section 14 for additional information regarding specific definition of shift, effective dates, classes, and rate criteria – Available on DPA's web page at: (www.dpa.ca.gov) via the PIE System.

SHIFT DIFFERENTIAL PAY DETERMINATION CHART FOR STATE PRINTING PLANT EMPLOYEES IN CLASS 7222

STATE PRINTING PLANT EMPLOYEES IN CLASS 7222	EFF. DATE	REGULAR SHIFT DIFFERENTIAL Earnings IDs AND RATES (PAYMENT TYPE 2)		OVERTIME SHIFT DIFFERENTIAL Earnings IDs, OVERTIME FACTORS AND RATES (PAYMENT TYPE 1)			
BU		**EVENING SHIFT**	**NIGHT SHIFT**	**EVENING SHIFT**		**NIGHT SHIFT**	
		2R	**2S**	**2R1**	**2R11**	**2S1**	**2S11**
				1.0	**1.5**	**1.0**	**1.5**
R14, S14	1/1/90	$1.44	1.78	1.44	2.16	1.44	2.67

Note: Refer to the DPA Pay Scales, Section 14 Pay Differential 86 for specific Earnings IDs, eligible class codes, criteria, and rates for Office of the State Printing Plant employees in R14 and Excluded employees - Available on DPA's web page at: (www.dpa.ca.gov) via the PIE System.

SHIFT DIFFERENTIAL PAY DETERMINATION CHART FOR CSU EMPLOYEES

CSU EMPLOYEES	EFF. DATE	REGULAR SHIFT DIFFERENTIAL Earnings IDs AND RATES (PAYMENT TYPE 2)		OVERTIME SHIFT DIFFERENTIAL Earnings IDs, OVERTIME FACTORS AND RATES (PAYMENT TYPE 1)			
BU		**EVENING SHIFT**	**NIGHT SHIFT**	**EVENING SHIFT**		**NIGHT SHIFT**	
		SRE	**SRN**	**S5E**	**S6E**	**S5N**	**S6N**
				1.0	**1.5**	**1.0**	**1.5**

SHIFT DIFFERENTIAL PAY DETERMINATION CHART FOR CSU EMPLOYEES

CSU EMPLOYEES	EFF. DATE	REGULAR SHIFT DIFFERENTIAL Earnings IDs AND RATES (PAYMENT TYPE 2)		OVERTIME SHIFT DIFFERENTIAL Earnings IDs, OVERTIME FACTORS AND RATES (PAYMENT TYPE 1)			
R08	7/1/82	.23	.28	.23	.35	.28	.42
R02, R05, R06, R07, R09	7/1/99	1.25	2.20	1.25	1.88	2.20	3.30
R10	7/1/95	.40	.50				
*Pertains to CMA Stationary Engineers, CMA Stationary Apprentice Engineers and Chief Engineers only.		.90*	1.00*	.90	1.35	1.00	1.50
E99 *Pertains to Police Officer Cadet – Non-Represented	7/1/82	.23*	.28*	.23	.35	.28	.42

Note: Refer to the appropriate BU contract for Represented employees and the FSR 71-46; Hr 2000-20 for Non-Represented additional information regarding shift differential rates, effective dates, and criteria – Available on CSU's web page at: (http://www.calstate.edu/hrpims/salary.htm).

PROCESSING PROCEDURES/METHODS **G 055**
(Revised 04/03)

A. The following provides transmittal information and four processing methods for payments (i.e., EHDB, STD Form 671, STD. Form 674 and Payroll Input Process).
   1. The Civil Service (CS) PIP Exceptions Transmittal form as shown below must be submitted along with a STD. 671 or STD. Form 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

   2. EHDB
      a. CS Represented/Excluded and Legislative Counsel employees:
         1) Regular Shift Differential (payment type 2) can be "locked-in" (i.e., included and calculated in the salary total for regular pay) to an employee's EHDB. Listed below are the following reasons why a Regular Shift Differential should not be "locked in":
            a) Employee assigned to a shift in the middle of the month
            b) Employee assigned to a shift for a short duration of time
            c) Employee assigned shift changes frequently (e.g., from evening to night or night to evening)

            Note: Refer to the Personnel Action Manual (PAM) Section 3 PAR- Misc. change transaction, 345 PAR transaction processing instructions .

            The Payroll System will not audit if a shift code "locked in" on EH is not compatible with employee's CBID (i.e., shift code, rate, expiration date). Refer to employee's contract for eligibility criteria.

         2) Overtime Shift Differential (payment type 1) can **not** be "locked-in" to an employee's EHDB.

      b. CSU Represented/Excluded and Operating Engineers employees:
         1) Regular Shift Differential (payment type 2) can not be "locked-in" (i.e., not included and calculated in the salary total for regular pay) to an employee's EHDB.

2) Overtime Shift Differential (payment type 1) can not be "locked-in" to an employee's EHDB.
   a) Refer to The California State University Salary Schedule Explanatory Notes for processing procedures.

3. MISCELLANEOUS PAYROLL/LEAVE ACTION – STD. 671
   a. Submission of STD. 671 (original Regular and/or Overtime Shift Differential) for the following conditions:
      Note: The same conditions listed below apply for the submission of STD. Form 674 when requesting original Regular and/or Overtime Shift Differential Pay.

      1) Out of history payment – Pay periods prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
      2) Payment of 250 or more hours
      3) Emergency employee
      4) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)
   b. Completion of STD. 671:
      1) A STD. 671Form is required to be completed for each pay period. The following areas must be completed on the STD. 671. Refer to the following **Std. 671** (**simplified version**) completion **example** below.

			PAY PERIOD			(4) AGENCY										
			TYPE (1)	MONTH (2)	YEAR (3)	Complete										
			Complete													
EMPLOYEE IDENTIFICATION			POSITION NUMBER						Earnings ID (15)	TIME TO BE PAID		ALT FUNDCODE (18)	SALARY RATE (19)	WWG/ FLSA (20)	GROSS (21)	
SOCIAL SECURITY NUMBER (8)	INITIALS (9)	LAST NAME (10)	AGENCY (11)	UNIT (12)	CLASS (13)	SERIAL (14)				DAYS (16)	HOURS HDTHS (17)					
Complete		Enter employee's EH position number from the pay period being							Complete- Refer to G-053, Shift Diff. Chart	Leav blan	Enter hours	See below*	E ho r	complete		
ALTERNATE FUNDING (22)																
LN	CODE	AGENCY	UNIT	SERIAL												
*	Enter position from which payment is to be issued.															
*	b				SIGNATURE				TELEPHONE NUMBER			DATE SIGNED				
					Complete				Complete and enter extension			Complete				

* Enter an alpha or numeric character in item 18 and 22 (both items must match) if payment is to be charged to an agency, reporting unit, and/or serial number other than the employee's EH position.

4. PAYROLL ADJUSTMENT NOTICE STD. FORM 674
   a. Submission of STD. 674 (Regular and/or overtime Shift Differential adjustments for the following conditions:
      1) Shift code change (e.g., employee was paid evening shift and should be paid night shift).
      2) Adjustments of hours and/or rate (can be keyed via PIP if in History. Refer to G 054, 5.b. regular and/or overtime shift differential adjustments)
   b. Completion of STD. Form 674:

1) A STD. Form 674 is required to be completed for each pay period. The following items must be completed on the STD. Form 674. Refer to the following Std. Form 674 (simplified version) completion example below.

	(2) SOCIAL SECURITY NUMBER	(3) NAME	(4) POSITION NUMBER			
			AGENCY	UNIT	CLASS	SERIAL
	Complete	Complete	See below*1			

	REMARKS: Describe payment type

(6)	POS	ISSUE DATE MO	DY	YR	PAY PERIOD T	MO	YR	SAL TYPE	SALARY RATE	TIME WORKED DYS.	HOURS	PMT. TYPE	PAYSUFFIX	EARNINGS ID	Shift code	GROSS	NET	WR #
A. PAYM PER S WARI REGISTER	Complete – If applicable							4 4	Enter hourly rate	E Complete		2 1	See below*2		E	Complete-If applicable N		
B. PAYMENT SHOULD BE				Complete				4 4	Enter hourly rate	E Complete		2 1	See below*2		E	Complete OR N		

FORM COMPLETED BY:	PHONE NO.	
Complete	Complete – enter extension	
(AGENCY NAME)	AUTHORIZED SIGNATURE	DATE
FROM: Complete	Complete	Complete

*1 - Enter position number from pay period being requested. Class code must match employee's EH class code.

*2 - Enter appropriate payment type, shift code and EID for Regular Shift Differential (payment type 2) and/or for Overtime Shift Differential (payment type 1, suffix S). Refer G 054, Shift Differential Pay Determination Chart for more information regarding Shift Differential Earnings IDs.

c. Submission of STD Form 674D

1) Employees on disability leave for the entire month who are entitled to:
   a) Regular Shift Differential – Payment type 2
   b) Overtime Shift Differential – Payment type 1
   Note: Refer to Section E, Disability for completion instructions.

5. PAYROLL INPUT PROCESSING (PIP)

a. Regular and/or Overtime Shift Differential is documented on a Time and Attendance (TA) Form 672 or Miscellaneous (Mis) Payroll/Leave Actions STD. 671 and keyed via the PIP.

1) The following Shift Pay Differential PIP Processing Chart provides:
   a) Regular and Overtime Earnings IDs based on payment types
   b) Earnings IDs to use for employees in class code 7222
   c) Specific PIP keying instructions for Civil Service (CS) and CSU employees
   d) Various symbols, letters, and words as defined below:

X	=	Hours must be entered in the Days/Hours field.
Blank	=	Field(s) must be left blank.

NOTE: Before keying, refer to the CS Pay Scales, Section 14 or the CSU Salary Schedule to verify eligibility

SHIFT PAY DIFFERENTIAL PIP PROCESSING CHART

EARNING IDS								PIP KEYING INSTRUCTIONS FOR CS AND CSU EMPLOYEES			
REGULAR SHIFT DIFFERENTIAL- PAYMENT TYPE 2				OVERTIME SHIFT DIFFERENTIAL – PAYMENT TYPE 1				DAYS/ HOURS	SALARY RATE	671 ONLY WWG FLSA	GROSS
EVENING SHIFT		NIGHT SHIFT		EVENING SHIFT		NIGHT SHIFT					
ALL ELIGIBLE CLASSES	CLASS CODE 7222	ALL ELIGIBLE CLASSES	CLASS CODE 7222	ALL ELIGIBLE CLASSES	CLASS CODE 7222	ALL ELIGIBLE CLASSES	CLASS CODE 7222				
SRE	2R	SRN	2S	S6E	2R11	S6N	2S11	/X	Blank	Blank	Blank
				S5E	2R1	S5N	2S1	/X	Blank	Blank	Blank
				SE	2R12	SN	2S12	/X	Blank	Blank	Blank

a. Regular and/or Overtime Shift Differential adjustments are documented on a STD. 683.

1) Specific PIP keying instructions for CS and CSU employees by "Payment Per Warrant Register" and "Payment should be

2) Various symbols, letters, and words as defined below:

PT	=	Payment Type
SD	=	Shift Differential
RC	=	Roll Code
Shaded Area	=	Not required
X	=	Required

PIP SCREEN AREAS	PIP KEYING INSTRUCTIONS FOR CIVIL SERVICE AND CSU EMPLOYEES						
	SALARY RATE	DAYS	TB FRACTION	PT	HOURS	SD	RC
PAYMENT PER WARRANT REGISTER	X			X	X	X	
PAYMENT SHOULD BE	X			X	X*	X	

* Do not key adjustment if number of hours for regular shift differential exceeds time possible. (e.g.,160 hrs original payment plus 20 hrs adjustment).

SUBJECT: AWARDS/BONUSES/PAY DIFFERENTIAL/SPECIAL PAYS

DESCRIPTION **G 100**

(Revised 04/03)

A. Pay Differentials, Awards/Bonuses, and Special Pays are payments an employee is entitled to receive in addition to regular pay.

Note:

Excluded from this area are the following payments:
Out of Class Assignment Pay (refer to G 825)
Out of Class Assignment Pay (refer to G 825)
Shift Differential (refer to G 050)

Holiday Pay (refer to G 925)
Planned Overtime (refer to G 950)

Additional information is available on the following payment:
Accounts Receivable Offset – Leave Credit Use (refer to I 032)

ELIGIBILITY CRITERIA REFERENCES: **G101**
(Revised 04/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:

1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:
   a. Pay Letters
   b. Personnel Management Liaison Memos (PML) - Both issued electronically to Human Resources and available on DPA's web page (www.dpa.ca.gov) via the Personnel Information Exchange System (P.I.E.).
   c. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov)
   d. Pay Scales Section 14 - Available in hard copy , and also available for those with authorization to the P.I.E. on DPA's web page.

2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:
   a. Payroll Letters
   b. Personnel Letters - Both issued electronically to Human Resources and available on SCO's web page (http://www.sco.gov/ppsd/scoltrs).

B. California State University (CSU) Employees eligibility criteria are established by:
   1. Chancellor's Office administering all matters concerning California State University employer-employee relations set forth by guidelines to users and campuses via:
      a. Technical Letters
      b. Bargaining Unit (BU) Contracts

PAY FREQUENCIES: **G102**
(Revised 04/02)

A. In accordance with the corresponding eligibility criteria, payments may be issued on the following basis:
   1. One-time
   2. Monthly
   3. Semi-monthly
   4. Biweekly
   5. Hourly
   6. Annual
   7. Bi-annual

PAYMENT TYPES: **G103**
(Revised 04/02)

A. Payments are categorized based on withholding characteristics, processing procedures or payment attributes as follows:

1. Pay Differentials: 8
2. Awards/Bonuses: 9, G, and H
3. Special Pays: S and A

TAXES: **G104**
(Revised 04/02)

A. In accordance with the tax laws, the following tax methods for federal and state are used (Refer to section H 100):

1. Aggregate for Pay Differentials "locked in" (i.e., included and calculated in the salary total for regular pay) to the Employment History Data Base (EHDB).
2. Flat rate for Pay Differentials, Awards/Bonuses, and Special Pays (not "locked in" to the EHDB).

GENERAL INFORMATION **G 105**
(Revised 03/03)

A. Merit Award/Superior Sustained Accomplishment Award requirements:
1. A Merit Award or a Superior Sustained Accomplishment Award must be authorized and approved by the director or a Merit Award Administrator (i.e., designee) of that department via DPA Form 148 or a letter. Refer to DPA's Web site for further information regarding both awards (www.dpa.ca.gov/benefits/merit/mapregulations.shtm) under Section 599.657 for Merit Awards or Section 599.663 for Superior Sustained Accomplishment awards.

B. Calculation of the following payment/benefits:
1. Not included: Refer to the Miscellaneous Payment Processing Chart G 105.
2. Included: Refer to the Miscellaneous Payment Processing Chart G 105.

C. Retirement:
1. Pay Differentials (payment type 8) are/are not subject to retirement - Refer to the Miscellaneous Payment Processing Chart G 105.
2. Special pays (Payment type S) are subject to retirement.
3. Awards/Bonuses are not subject to retirement.

PROCESSING PROCEDURES/METHODS: **G 105**
(Revised 09/05)

A. Payments are processed via three methods: Employment History Data Base (EHDB), form STD. 674, and Payroll Input Process (PIP). The following refers/provides processing procedures for each method.

1. EHDB
   a. Pay Differentials (payment type 8s) can be "locked-in" (i.e., included and calculated in the salary total for regular pay) to an employee's EHDB record. Listed below are the following reasons why a pay differential should not be "locked in":
      1) Not pro-rated
      2) Not subject to retirement (some exceptions apply). Refer to the Miscellaneous Payment Processing Chart at the end of this section (G105).
      Refer to DPA Pay Letters for documentation information and the Personnel Action Manual (PAM) for processing instructions.

2. PAYROLL ADJUSTMENT NOTICE – Form STD. 674
   a. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with a form STD. 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

   b. Submission of form STD. 674 for the following conditions:
      1) All Payment Types
         a) Out of history payment – Pay Periods prior to 13 months of payment history)
         b) Adjustments to salary rate or salary rate and time
         c) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the pay request (e.g., new garnishments)
         d) Emergency employee
      2) Pay Differentials (payment type 8) Only
         a) Payment of 250 or more hours
         b) Requesting Knowledge and Skill Pay for positive pay employee
         c) Mid-month salary rate change requesting time to be paid
         d) Dual position numbers
         e) Legislative Per Diem (i.e., issued solely for processing taxable payments or members of the State Legislature. Legislators receive per diem for each day the Legislature is in session). Refer to State Personnel Board
         f) (SPB) Memorandum
         g) Payments for positive pay employees and the pay differential is pro-rated (EXCEPTION: unless an Earnings ID has been established for a positive pay employee).
      3) Awards/Bonuses (payment type 9, A, G, H) Only
         a) Uniform Allowance for an employee with a mid-month salary rate change
         b) Employee is not active on the EHDB for the pay period of the award (Attach a copy of DPA approval granting award)
      4) Special Pays (payment type S) Only
         a) Uniform allowance for an employee with a mid-month salary rate change
      5) Employees on disability leave for the entire month who are entitled to:
         a) Physical Fitness Pay (8C3)
         b) Recruitment & Retention Pay (8K)
         c) Awards

         Note: Provide explanation of why employee is entitled to payment(s)

   c) Completion of Form STD. 674:
      1. A STD. 674 is required to be completed for each pay period. The following items must be completed on the STD. 674.
         a) Social Security Number (SSN)
         b) Employee Name
         c) Position Number (enter position from which payment is to be issued. Note: Class code must match the employment history class code for the pay period being requested)
         d) Remarks (indicate the pay differential being requested and the authorization such as pay letter, etc.), if applicable

e) Item 6A – Payment Per Controller Warrant Register – must be completed if payment history reflects similar Payment Types already issued in the pay period.
For Example: If the payment you are requesting is a Payment Type 8 (Earnings ID 8B), then you must show all Payment Type 8's that have already issued in the pay period in Item 6A; if the payment you are requesting is a Payment Type 9, Suffix M, then you must show all Payment Type 9's that have already issued in the pay period in Item 6A, etc.

f) Item 6B – Payment Should Be – must be completed with the payment you are requesting and, if applicable, the similar Payment Types that are reflected in Item 6A.
When completing Item 6B for a Premium Pay, Award, or Special Pay, follow the PIP Keying Instructions in the Miscellaneous Payment Processing Chart and the following guidelines:

Position – complete if more than one position is included in Item 4 POSITION NUMBER
Pay Period – complete pay period type, month and year
Salary Full – complete the payment "should be" salary rate, if applicable
Time Worked – locate the Miscellaneous Payment Processing Chart - PPM, Section G105 for the payment (Earnings ID, Payment Type/Suffix, Pay Differential Title, etc) you are requesting. In the PIP Keying Instructions find the Days/Hours Column.
- If the Days/Hours column shows Blank – leave Time Worked Blank on the 674
- If the Days/Hours column shows X/X – complete Time Worked Days/Hours on the 674

f) Payment Type – must be completed
h) Pay Suffix – must be completed for Payment Type 9, G, H,S, and A
I) Earnings ID – must be completed
j) Gross – must be completed
Note: Even if the PIP Keying Instructions Chart shows that "Gross" is left blank when keying; the 674 must have the Gross amount of the Payment Should Be completed.
k) Item 7 – Form Completed by; Telephone Number and extension, and Agency Name – must be completed
l) Authorized Signature – must be completed

d. Submission of a STD. 674 with an attached listing for multiple payments and employees must have prior SCO management approval.
1) Once approval has been authorized, an attached listing (see format below) may submitted along with a STD 674.

Note: Copy form to a Word Doc., enlarge to 8 1/2 X 11 and attach to document:

Note: Copy form for the ATTACHMENT TO FORM 674 and attach to document from Section G 955.

3. PAYROLL INPUT PROCESS (PIP)
a. Pay Differentials, Awards/Bonuses, and Special Pays are documented on a Time and Attendance (T/A) Form 672 or Miscellaneous Payroll/Leave Actions (Misc.) form STD. 671 and keyed via PIP.

1) Special Keying Condition:
   a) Adjustments can be keyed via PIP if the gross amounts do not match (payment type 9, G, H, S, A)

b. The following Miscellaneous Payment Processing Chart provides:
   1) Specific PIP keying instructions for excluded and represented employees by earnings id (EID)
   2) Conditional fields that may or may not be completed
   3) Pay differentials locked-in/not locked-in to the EHDB
   4) Earnings IDs included/not included in calculating Overtime (OT), Industrial Disability Leave (IDL), Enhanced Industrial Disability (EIDL), Non Industrial Disability Insurance (NDI), and Lump Sum (LS)
   5) Earnings IDs subject /not subject to retirement
   6) Various symbols, letters, and words as defined below:
      a) X = Enter days/hours
      b) Blank = Rate and gross must be left blank
      c) $$ = Gross must be entered (in gross field on STD. 671 and in rate field on Form 672)
      d) ** = Lump sum (refer to DPA Pay Scales Section 14 to determine if pay differential should be included in lump sum vacation, lump sum sick or lump sum extra)
      e) Y = Yes
      f) N = No
      g) * = Refer to DPA Pay Scales, Section 14 pay differential for determination

NOTE: Before keying, refer to the DPA Pay Scales Section 14 or the CSU Chancellor's Office Technical Letter to verify class code, collective bargaining/identifier (CB/ID), eligibility criteria, rates.

Miscellaneous Payments Processing Chart

(Revised 05/06) **G105**

PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Accounts Receivable Offset – Leave Credit Use	GS	Blank	Blank	$$	N	G	S	N	N	N	N	N	N
Administrative Leave Termination Pay (CSU)	9L	Blank	Blank	$$	N	9	L	N	N	N	N	N	N
Advanced Education Differential	8AE	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8AED	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Advanced Education Differential	8HP1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8HP2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Advanced Education Differential – M05	8BD	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
	8MD	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Advanced Education Differential, Eight and one-half hour/nine and one-half hour work day pay & motorcycle pay	8AM1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AM2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y

Miscellaneous Payments Processing Chart

(Revised 05/06) **G105**

PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Advanced Education Differential and Senior Pay	8SE2	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8SE3	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8SE4	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8SE5	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8SE6	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8SE8	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8ES2	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8ES3	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8ES4	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8ES5	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8ES6	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8ES8	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Advanced Education Differential, Physical Performance Incentive Pay	8PE1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8PE2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8EP2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8EP1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Advanced Education Differential and Motorcycle Pay	8EM1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8EM2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Advanced P.O.S.T. Certification Stipend (CSU) (Abolished 06/98)	8ST2	X/X	Blank	Blank	N	8		N	Y		Y	N	Y
Agriculture Pest Control Licenses Differential	8QA	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8PC	X/x	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Aircraft Pilot, Department of Justice-Unit 07 Dual License Pay	8AP	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Annual Home Leave	HB	Blank	Blank	$$	N	H	B	N	N	N	N	N	N
Annual Home Leave (IRC Code 1.911)	H2	Blank	Blank	$$	N	H	2	N	N	N	N	N	N
Annual Leave Buy Back (Pay only)	9V	Blank	Blank	$$	N	9	V	N	N	N	N	N	N
Annual Recruitment & Retention – PSS/Supv-Unit 01 & Excluded	9K	Blank	Blank	$$	N	9	K	Y	N	N	N	N	N
Arduous Pay-FLSA Exempt Employee Differential (termed 6/30/94)	8OT1	Blank	Blank	Blank	N	8		N	N	N	N	N	Y
	8OT2	Blank	Blank	Blank	N	8		N	N	N	N	N	Y
	8OT3	Blank	Blank	Blank	N	8		N	N	N	N	N	Y
	8OT4	Blank	Blank	Blank	N	8		N	N	N	N	N	Y
Arduous Pay-FLSA Exempt Employee Differential For Extremely Arduous Work And Emergencies	8OT5	Blank	Blank	Blank	N	8		N	N	N	N	N	N
	8OT6	Blank	Blank	Blank	N	8		N	N	N	N	N	N
	8OT7	Blank	Blank	Blank	N	8		N	N	N	N	N	N
	80T8	Blank	Blank	Blank	N	8		N	N	N	N	N	N
Asbestos/Hazard Material TRN (CSU)	SC1	Blank	Blank	$$	N								

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Asbestos/Hazard Material Cert. (CSU)	SC2	Blank	Blank	$$	N								
Asbestos/Hazardous Material Training Allowance or Certificate Allowance (CSU)	SC	Blank	Blank	$$	N	S	C	N	N	N	N	N	Y
Asbestos Pay Differential (CSU)	8AB	/X	Blank	Blank	N	N	N	N	N	N	N	N	Y
Attorneys – Various	8CE	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Excluded Classes	8CEA	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Assistant Chief Differential	8ACD	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Assistive Technology Specialist Differential Pay	8ATS	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Attorney Differential Pay	8A	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
	8AT	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Automobile Allowance (CSU & JC)	GF	Blank	Blank	$$	N	G	F	N	N	N	N	N	N
Avalanche Control Pay	8AC	/X	Blank	Blank	N	8		*	*	*	N	N	Y
Backflow Lic/Water TRTMNT OP Cert. (CSU)	SC3	Blank	Blank	$$	N	S	C	N	N	N	N	N	Y
Backflow Lic/Water TRTMNT OP Cert. Renewal (CSU)	SC4	Blank	Blank	$$	N	S	C	N	N	N	N	N	Y
Basic Allowance Housing	S8	Blank	Blank	$$	N	S	8	Y	Y	Y	Y	Y	Y
Basic Allowance Subsistence	S7	Blank	Blank	$$	N	S	7	Y	Y	Y	Y	Y	Y
Bay Area Recruitment and Retention Pay Differential	8BA	X/X	Blank	Blank	Y	8		*	Y	Y	N	**	N
Benefit Program Specialist Incentive Pay	8BPS	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Bilingual Differential Pay	8B	Blank	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8B1	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8B2	/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
	8B3	X/	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Bilingual Pay & / Advanced Education Pay	8BE	X/	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Board of Equalization Call Center	8TT	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Business Building Incentive (BBI) Program	9G	Blank	Blank	$$	N	9	G	N	N	N	N	N	N
Business Calls	8P	X/	Blank	Blank	N	8		Y	N	N	N	N	N
Calendaring Function	8CAL	X/X	Blank	Blank	Y	8		Y	Y	N	N	Y	Y
CA Energy Resources Scheduling (Termed 03/31/03)	8CER	X/X	Blank	Blank	Y	8		*	Y	N	Y	N	N
California State Lottery Call Center	8PT	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Caltrans Maintenance	8T3	X/X	Blank	Blank	Y	8		Y	Y	N	N	N	Y
Supervisor/Tree Maintenance Supervisor, Caltrans Bonus	8T4	X/X	Blank	Blank	Y	8		Y	Y	N	N	N	Y
Caltrans Safety Bonus	9T	Blank	Blank	$$	N	9	T	N	N	N	N	N	N
Canine Differential	8H6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8H1	Blank	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Canine Differential	8H4	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	N
Canine Differential	8H5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Canine Officer Differential	8H3	Blank	Blank	Blank	N	8		N	Y	Y	N	N	N
Career Supervisory Assignment/Career Management Assignment Bonus Pay	GB	Blank	Blank	$$	N	G	B	N	Y	N	N	N	N
Career Supervisory	8CM1	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
Assignment/Career	8CM2	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
Management Assignment	8CM3	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
Recognition Pay for	8CM4	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
Exceptional Performance	8CM5	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
	8CS1	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
	8CS2	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
	8CS3	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
	8CS4	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
	8CS5	X/X	Blank	Blank	Y	8		N	Y	N	N	N	N
CCC Bonus Pay, (CORE Member)	93	Blank	Blank	$$	N	9	3	N	Y	N	N	N	N
CEA Recognition Pay (CalPers only)	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
CEA Physician, Surgeon	8PS	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
and Dentist Differential	8PSD	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
CEO Skill Pay (Abolished 6/30/92)	8C1	/X	Blank	Blank	N	8		Y	N	N	N	N	Y
Certified Back-flow Tester Differential	8CBT	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Certified Nursing Assistant/Emergency Medical Technician	8CNA	Blank	Blank	Blank	N	8		Y	Y	Y	N	N	N
Chief, Legislative and Public Affairs, CEA 1 Differential Pay	8CH	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
CHP Fleet Administration Lead Differential	8CHP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
CHP Fleet Administration Field and Protective Services Differential	8FPS	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Climbing Pay Differential	8CPD	/X	Blank	Blank	N	8		*	N	N	N	N	N
Clinical Supervision – Psychiatric Social Worker	8CS	Blank	Blank	Blank	N	8		N	Y	Y	Y	Y	N
Clinical Supervision – Psychologist	8CSP	Blank	Blank	Blank	N	8		N	Y	Y	Y	Y	N
CMA Vacation Cash-out	9V	Blank	Blank	$$	N	9	V	N	N	N	N	N	N
Coaching Differential Pay	9C	Blank	Blank	$$	N	9	C	N	N	N	N	N	N
Commanding Officer, Training Ship, CMA Cruise Pay Differential	S3	Blank	Blank	$$	N	S	3	N	N	N	N	N	Y
Commercial Drivers License Differential	8CDL	X/X	Blank	Blank	Y	8		Y	Y	N	N	Y	Y
Commercial Drivers License Differential	8DLK	X/X	Blank	Blank	Y	8		Y	Y	N	N	Y	Y
Commercial Drivers License Differential Class A	8DLL	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Commercial Drivers License Differential Class A or B	8DL	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLB	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLC	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLD	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLP	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLQ	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLR	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLS	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLT	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLU	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8DLF	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Commercial Drivers	ST	Blank	Blank	$$	N	S	T	Y	Y	Y	Y	Y	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
License Differential Class A or B													
Commercial Drivers License Differential (8DLE – Exp. 09/2001)	8DLG 8DLH 8DLI 8DLJ	X/X X/X X/X X/X	Blank Blank Blank Blank	Blank Blank Blank Blank	Y Y Y Y	8 8 8 8		Y Y Y Y	Y Y Y Y	N N N N	Y Y Y Y	Y Y Y Y	Y Y Y Y
Commercial Drivers License Relief Examiners Differential	8CDR	X/	Blank	Blank	N	8		N	N	N	N	N	Y
Cook/Deckhand Differential	8CD	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	**	Y
Dental Assistant Certification Pay	8I1 8J1 8J3	X/X X/X X/X	Blank Blank Blank	Blank Blank Blank	Y Y Y	8 8 8		Y Y Y	Y Y Y	Y Y Y	Y Y Y	Y Y Y	Y Y Y
Department of Consumer Affairs Call Center	8PT	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Department of Personnel Administration Call Center	8CC	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Department Chair Stipend (CSU) (Abolished 08/99)	8C2 8D2	Blank Blank	Blank Blank	Blank Blank	N N	8 8		N N	Y Y	N N	N N	N N	Y Y
Deputy General Counsel, PERB, CEA Differential Pay	8DGC	X/X	Blank	blank	Y	8		N	Y	N	Y	**	Y
Dictaphone Pay Differential	8DT1 8DT2	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Director of Nursing	8DIR	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Disability Evaluation Analyst, Range C (Pilot)	8DEA	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Disaster Assistance Technical Resource Related Work Differential	8DAT	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Distinguished Teaching Award (CSU)	SA	Blank	Blank	$$	N	S	A	N	N	N	N	N	Y
Diving Pay	8D1 8D3	/X /X	Blank Blank	Blank Blank	N N	8 8		* *	Y Y	Y Y	N N	N N	* *
DNA Pay Differential	8DNA	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	**	Y
Educational Differential Pay – Unit 07	8EPF 8EPG	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		* *	Y Y	Y Y	Y Y	Y Y	Y Y
Educational Differential Pay	9N	Blank	Blank	$$	N	9	N	Y	Y	Y	Y	Y	N
Educational Incentive	8E6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Pay (8E6 – full time/part time) (8E7 – intermittent)	8E7	Blank	Blank	Blank	N	8		Y	Y	Y	Y	Y	Y
Educational Differential Pay	8ED	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Educational/Professional Differential	8EPD 8EPE	Blank Blank	Blank Blank	Blank Blank	N N	8 8		N N	Y Y	Y Y	Y Y	** **	Y Y
Eight and One-Half Hour/Nine and One-Half Hour workday and Motorcycle Pay	8EM	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Eight and One-Half Hour/Nine and One-Half Hour workday Pay	8LM	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Eight and One-half Hour/Nine and One-Half Hour workday Pay; and Advanced Education Pay Differential	8MA1 8MA2	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Eight and One-half Hour/Nine and One-Half Hour workday and Senior Pay	8SM2 8SM3 8SM4 8SM5 8SM6 8SM8	X/X X/X X/X X/X X/X X/X	Blank Blank Blank Blank Blank Blank	Blank Blank Blank Blank Blank Blank	Y Y Y Y Y Y	8 8 8 8 8 8		* * * * * *	Y Y Y Y Y Y	Y Y Y Y Y Y	Y Y Y Y Y Y	Y Y Y Y Y Y	Y Y Y Y Y Y
Emergency On-Call Pay	97	Blank	Blank	$$	N	9	7	N	N	N	N	N	N
Emergency Response Bonus Pay	8ERP	X/X	Blank	Blank	N	8		N	Y	Y	N	N	Y
Employee Recognition and Morale Program	98	Blank	Blank	$$	N	9	8	*	N	N	N	N	N
Employment Development Department Call Center	8PT	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Equity Pay Employees Returned from CEA Positions to Civil Service Positions with no Reduction in Levels of duties Excluded Employees	8EQ 8EQ1 8EQ2	X/X X/X X/X	Blank Blank Blank	Blank Blank Blank	Y Y Y	8 8 8		N N N	Y Y Y	Y Y Y	Y Y Y	Y Y Y	Y Y Y
Equity Pay – State Compensation Insurance Funds	AB	Blank	Blank	$$	N	A	B	N	Y	Y	Y	Y	Y
Exam Bonus	9X	Blank	Blank	$$	N	9	X	N	N	N	N	N	N
Exceptional Merit Service Award (CSU)	SE	Blank	Blank	$$	N	S	E	N	N	N	N	N	Y

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Executive Assistant Differential Pay	8X2	Blank	Blank	Blank	Y	8		*	Y	N	Y	Y	Y
Executive Residence Housekeeping Pay	8ERH	/X	Blank	Blank	N	8		Y	Y	Y	Y	N	Y
Extended Duty Pay	8EDP	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Federal Licensure Differential (Termed 12/31/02)	8FL	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Field Training Biologist Pay Differential	8FT	Blank	Blank	Blank	N	8		Y	Y	N	N	N	Y
Field Training Officer Differential Pay	8R1	Blank	Blank	Blank	N	8		Y	N	N	N	N	Y
Firearms Pay Differential	8FA	Blank	Blank	Blank	N	8		Y	Y	N	Y	Y	Y
Firefighter – Lead Differential Pay	8L2	/X	Blank	Blank	N	8		*	N	N	N	N	Y
Fire Mission Pay Differential	8FM1 8FM2 8FM3	Blank Blank Blank	Blank Blank Blank	Blank Blank Blank	Y	8		Y	Y	Y	Y	Y	Y
Flight Differential Pay	8A1 9M	Blank Blank	Blank Blank	Blank $$	N N	8 9	 M	* *	N N	Y Y	N N	N N	N N
Flight Differential Pay	8A2	Blank	Blank	Blank	N	8		*	N	N	N	N	Y
Foreign Trade Office Differential	HA H1	Blank Blank	Blank Blank	$$ $$	N N	H H	A 1	N N	Y Y	N N	Y Y	N N	N N
Franchise Tax Board Call Center	8KSP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Hearing Reporter, Public Utilities Commission	AF	Blank	Blank	$$	N	A	F	N	N	N	N	N	Y
High Speed Rail Differential	8HSR	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Immediate Response Assignment Pay Differential	S2	Blank	Blank	$$	N	S	2	N	Y	N	N	N	Y
Incentive Program Awards	9I	Blank	Blank	$$	N	9	I	N	N	N	N	N	N
Incentive Awards Program	9W	Blank	Blank	$$	N	9	W	*	N	N	N	N	N
Incentive Compensation Adjustment	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
Incident Management	9Q	Blank	Blank	$$	N	9	Q	N	N	N	N	N	N

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Assignment Differential (Termed 10/31/03)													
Incident Command Assignment (ICA) Differential Pay	GM	Blank	Blank	$$	N	G	M	N	N	N	N	N	N
Incident Command Team (ICT) Differential Pay	GM	Blank	Blank	$$	N	G	M	N	N	N	N	N	N
Increased Consultation & Lead Pay	8ICS	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
	8ICT	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Information Technology Bureau of State Audits	GB	Blank	Blank	$$	N	G	B	N	N	N	N	N	N
Institutional worker supervision pay (IWSP) Differential	8IWA	X/X	Blank	Blank	Y	8		*	Y	Y	N	N	N
	8IWB	X/X	Blank	Blank	Y	8		*	Y	Y	N	N	N
	8IWC	X/X	Blank	Blank	Y	8		*	Y	Y	N	N	N
	8IWD	X/X	Blank	Blank	Y	8		*	Y	Y	N	N	N
	8IWS	X/X	Blank	Blank	Y	8		*	Y	Y	N	N	*
Intermediate & Advanced P.O.S.T. Certification Stipend (CSU)	8ST8	Blank	Blank	Blank	N	8		Y	Y	Y	Y	N	Y
Intermediate P.O.S.T. Certification Stipend (CSU)	8STO	Blank	Blank	Blank	N	8		Y	Y	Y	Y	N	Y
Investigator Pay	8U3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Judicial Branch Bonus Program	9J	Blank	Blank	$$	N	9	J	N	N	N	N	N	N
Landscape Maintenance Lead worker License Bonus	9U	Blank	Blank	$$	N	9	U	N	N	N	N	N	N
Lead Differential – Community Youth Resource Specialist	8LD	/X	Blank	Blank	N	8		Y	N	N	N	**	N
Licensed Investigator	8LI	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Limited Duration CEA Pay Differential	8C5	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
	8C6	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
	8C7	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
	8C8	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
	8C9	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
	8C10	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
	8C11	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	N
Loaned Executive Compensation Differential Pay	8LEC	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Long Term Differential Unit 09 and 11	8LTA	X/X	Blank	Blank	N	8		N	N	N	N	N	N

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Long Term Satisfactory Service (CSU)	GR	Blank	Blank	$$	N	G	R	Y	N	N	N	N	N
Longevity Pay Differential	8LG1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8LG2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8LG3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8LG4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8LG5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8LG7	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Lottery Sales Incentive Bonus	9G	Blank	Blank	$$	N	9	G	N	N	N	N	N	N
Lump Sum payments (CSU)	SB	Blank	Blank	$$	N	S	B	N	N	N	N	N	Y
M 1000 Skill Pay Differential	8WP1	Blank	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8WP2	Blank	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
M 1000 Skill Pay Differential And Have Night Shift	AE	Blank	Blank	$$	N	A	E	Y	Y	N	Y	Y	Y
Managerial Performance Appraisal System (MPAS) Bonds	9A	Blank	Blank	$$	N	9	A	N	N	N	N	N	N
Managerial salary Continuance Differential	8MP1	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8MP2	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8MP3	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8MP4	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8PM5	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
Medical Certificate Recognition	8MC	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
	8MCR	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Medical consultant Bonus Plan	AA	Blank	Blank	$$	N	A	A	N	N	N	N	N	Y
Medical Officer of the Day	GH	Blank	Blank	$$	N	G	H	N	Y	Y	Y	Y	N
Medical Technical Assistant License Bonus	GI	Blank	Blank	$$	N	G	I	N	N	N	N	N	N
Merit Awards	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
Meritorious Performance and Professional Promise Award (CSU)	SP	Blank	Blank	$$	N	S	P	N	N	N	N	N	Y
Meta Instructor Pay	8MET	Blank	Blank	Blank	N	8		*	N	N	N	N	Y
Mortgage Insurance Marketing Bonus	9O	Blank	Blank	$$	N	9	O	*	N	N	N	N	N
Mortgage Insurance Profit Bonus	9O	Blank	Blank	$$	N	9	O	*	N	N	N	N	N

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Motorcycle Differential Pay	8M	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8M1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Motorcycle Differential Pay	8M2	/X	Blank	Blank	N	8		*	N	N	N	N	Y
Mounted Patrol, California State Fair and Exposition	8MP	X/	Blank	Blank	N	8		N	N	N	N	N	Y
National Judicial College Differential Pay	8NJC	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Non-Commercial Subsistence	GB	Blank	Blank	$$	N	G	B	N	N	N	N	N	N
Non-Licensed Classification Bonus	GJ	Blank	Blank	$$	N	G	J	N	N	N	N	N	N
Office Services Supervisor I (Typing) Differential	8OSS	X/X	BLANK	Blank	**Y**	**8**		**Y**	**Y**	**Y**	**Y**	**Y**	**Y**
Officer-In-Charge Pay	8F1	X/	Blank	Blank	N	8		Y	N	N	N	N	Y
On Call Differential Pay	8P2	Blank	Blank	Blank	N	8		Y	N	N	N	N	N
	8P3	Blank	Blank	Blank	N	8		Y	N	N	N	N	N
Out-Of-State Differential Pay	8W	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8W2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8W3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8W4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Out of Class Pay – See PPM Section G 825 - 831													
Out-Of-State Relocation Pay Differential	8J2	Blank	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Overtime Meal Money	95	Blank	Blank	$$	N	9	5	Y	N	N	N	N	N
Paramedic Pay	8PP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Paramedic Recruitment & Retention	SJ	Blank	Blank	$$	N	S	J	N	N	N	N	N	Y
Park Maintenance Chief III Differential	8MC1	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8MC2	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8MC3	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8MC4	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
Passenger Endorsement Pay	8PE	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Passenger Endorsement Equity Pay	AC	Blank	Blank	$$	N	A	C	N	N	N	N	N	Y
Pension Program Representative Differential	8PPR	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Per Diem (Legislators)	8PD	X/	Blank	Blank	N	8		N	N	N	N	N	N
Performance Based Compensation/Superior Performance Bonus	S9	Blank	Blank	$$	N	S	9	N	N	N	N	N	N
Performance-Based Lump Sum Bonus (Exempt employees) (CSU)	S6	Blank	Blank	$$	N	S	6	N	N	N	N	N	Y
Performance-Based Lump Sum Bonus (Non-exempt employees) (CSU)	SF	Blank	Blank	$$	N	S	F	Y	N	N	N	N	Y
Performance-Based	GK	Blank	Blank	$$	N	G	K	Y	N	N	N	N	N
Lump Sum Bonus (CSU)	GL	Blank	Blank	$$	N	G	L	Y	N	N	N	N	N
Performance Recognition Pay	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
Permanent Intermittent Vacation Pay-out Differential	9V	Blank	Blank	$$	N	9	V	N	N	N	N	N	N
Personal Holiday Buy Back (Pay Only) –	9P	Blank	Blank	$$	N	9	P	N	N	N	N	N	N
Personal Leave Buy Back– Excluded Employees (Pay Only)	99	/X	Blank	Blank	N	1	P	N	N	N	N	N	N
Personnel Leave - Cash Out (Pay Only) Civil Service	99	/X	Blank	Blank	N	1	P	N	N	N	N	N	N
Personnel Leave Program	8PLP	X/X	Blank	Blank	Y	8		N	N	N	N	N	Y
Personnel Leave Program (Excluded Classes tied to Unit 6)	8PL6	X/X	Blank	Blank	Y	8		N	N	N	N	N	Y
Personnel Management Technician/analyst Bonus Pay (Termed 05/01/02)	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
Personnel Management	8PMA	X/X	Blank	Blank	Y	8		Y	Y	N	N	**	Y
Technician/Analyst Recognition Pay (Termed 05/01/02)	8PMT	X/X	Blank	Blank	Y	8		Y	Y	N	N	**	Y
Pharmaceutical Consultant Pay	8PCP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Physical Fitness	8PF1	Blank	Blank	Blank	Y	8		*	Y	Y	Y	N	N
Incentive Pay (60	8PF2	Blank	Blank	Blank	Y	8		*	Y	Y	Y	N	N

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
qualifying months or more)													
Physical Fitness Incentive Pay (less than 60 qualifying months)	8PF3 8PF4	Blank Blank	Blank Blank	Blank Blank	Y Y	8 8		* *	Y Y	Y Y	Y Y	N N	N N
Physical Fitness Incentive pay (8C4 –Termed 3/31/00)	8C3 8C4	Blank Blank	Blank Blank	Blank Blank	N Y	8 8		* *	N N	Y Y	N N	N N	N N
Physical Performance Incentive Pay	8E 8L1	Blank Blank	Blank Blank	Blank Blank	Y Y	8 8		* *	Y Y	N N	Y Y	Y Y	Y Y
Physical Performance Incentive Pay (60 months or more), Advanced Education Differential and Bilingual Differential Pay	8BEP 8PEB	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Physical Performance Incentive Pay (less than 60 months), Advanced Education Differential and Bilingual Differential Pay	8BPE 8PBE	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Physical Performance Incentive Pay, (60 months or more) Advanced more than Education Differential and Motorcycle Pay	8PEC 8PEM	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Physical Performance Incentive Pay (Less than 60 months) Education Differential and Bilingual Differential Pay	8PCE 8PME	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Physical Performance Incentive Pay, Advanced more than Advanced Educational Differential Motorcycle Differential Pay and Bilingual Differential Pay	8BME	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Physical Performance Incentive Pay, Advanced (less than 60 months) Advanced Educational Differential Motorcycle Differential Pay and Bilingual Differential Pay	8BEM	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Physical Performance Incentive Pay (Abolished 3/31/00)	8E1	X/X	Blank	Blank	N	8		N	N	N	N	N	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Physical Performance (60 months or more) Incentive Pay and Motorcycle Differential Pay	8PM	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Physical Performance Incentive Pay (Less than 60 months) and Motorcycle Differential	8MP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Physical Performance Incentive Pay; Motorcycle Pay Differential (Excluded)	8PM	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Physical Performance Incentive Pay; Motorcycle Pay; Bilingual Pay Differential	8EBM	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Physical Performance	8X1	X/X	Blank	Blank	Y	8		Y	N	N	Y	Y	Y
Incentive Pay and Bilingual Differential	8H2	X/X	Blank	Blank	Y	8		Y	N	N	Y	Y	Y
Pile Load Testing Diff	8PLT	X/X	Blank	Blank	N	8		Y	Y	N	N	N	Y
Plata Recruitment Diff. Dept. of corrections	9K	Blank	Blank	$$	N	9	K	Y	Y	Y	N	N	N
Plata Recruitment Diff.	9K	Blank	Blank	$$	N	9	K	Y	Y	Y	N	N	N
Principal Deputy Legislative Council DIFF	8PDL	X/X	Blank	Blank	Y	8		N	Y	N	Y	**	Y
Principal Librarian	8PL	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Differential Excluded Employees	8PLD	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Printer I, State Compensation Insurance Fund Skill Pay	8F3	/X	Blank	Blank	N	8		Y	N	N	N	N	Y
Prison Industries Administrator Pay Differential (Termed 08/31/03)	8PI	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Prison Industries Authority – Enterprise Pay	8ENT	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Professional Certification Pay	9E	Blank	Blank	$$	N	9	E	*	N	N	N	N	N
Professional Competency Pay – Unit 07	9E	Blank	Blank	$$	N	9	E	*	N	N	N	N	N

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Professional Development Pay Unit 21	9E	Blank	Blank	$$	N	9	E	N	N	N	N	N	N
Professional/Competency Pay (Termed 06/30/02)	8PC1	Blank	Blank	Blank	N	8		N	Y	N	N	N	Y
	8PC2	Blank	Blank	Blank	N	8		N	Y	N	N	N	Y
	8PC3	Blank	Blank	Blank	N	8		N	Y	N	N	N	Y
Professional Development Incentive (Termed 07/02/03)	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
Project Certificate Incentive Program	SV	Blank	Blank	$$	N	S	V	Y	Y	Y	Y	Y	Y
Psychiatric Technician Educational Reimbursement	GB	Blank	Blank	$$	N	G	B	N	N	N	N	N	N
Public Safety Dispatcher-in-Charge	8OIC	X/	Blank	Blank	N	8		Y	N	N	N	N	Y
Recruitment and Retention Differential Pay	8K	X/X	Blank	Blank		8		VARIES BY BARGAINING UNIT					Y
Recruitment and Retention Differential Pay	8AGN	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Developmental Centers	8K	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K15	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K25	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K26	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K27	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K34	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
	8K42	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K44	X/X	Blank	Blank	Y	8			Y	Y	Y	Y	*
	8K63	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
	8K77	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention Annual Differential Pay – Water and Power Dispatchers	SJ	Blank	Blank	$$	N	S	J	N	N	N	N	N	Y
Recruitment and Retention Bonus	94	Blank	Blank	$$	N	9	4	*	N	Y	N	N	N
Recruitment and Retention Differential Pay – HAZMAT (Hazardous Materials)	8HAZ	X/X	Blank	Blank		8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential	8KA	X/X	Blank	Blank	Y	8		Y	Y	N	N	N	Y
	8KB	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential	8KC	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and	8KD	X/X	Blank	Blank	Y	8		N	N	N	N	N	N

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Retention Differential Housing Stipend (Termed 09/01/97)													
Recruitment and Retention Differential Housing Stipend	8KE	X/X	Blank	Blank	Y	8		*	Y	Y	Y	**	N
Recruitment and Retention Differential – Housing Stipend (Intermittent)	8KI	Blank	Blank	Blank	N	8		*	Y	Y	Y	N	N
Recruitment and Retention Differential	8KR	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention Differential	8KS	X/	Blank	Blank	Y	8		Y	Y	N	N	Y	Y
Recruitment and Retention Differential	8K1	X/	Blank	Blank	Y	8		VARIES BY BARGAINING UNIT					*
Recruitment and Retention Differential – Housing Stipend (hourly rate)	8K1	/X	Blank	Blank	Y	8		*	*	*	*	*	*
Recruitment and Retention Differential	8K2	X/X	Blank	Blank	Y	8		VARIES BY BARGAINING UNIT					*
Recruitment and Retention Differential – Presiding Workers Compensation Judge	8K3	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Recruitment and Retention Differential	8K4	X/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Differential	8K5	X/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Differential	8K6	X/X	Blank	Blank	Y	8		*	Y	N	N	N	Y
	8K7	X/X	Blank	Blank	Y	8		*	Y	N	N	N	Y
Recruitment and Retention Differential	8K8	X/X	Blank	Blank	Y	8		VARIES BY BARGAINING UNIT					*
Recruitment and Retention Differential – California Medical Facility	8K9	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Geographic Differential	8K10	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8K11	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8K23	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential	8K12	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention Differential	8K13	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Differential	8K14	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention Differential	8K15	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential Unit 19 & Excluded CDC – except HDQTRS	8K15	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	N
Recruitment and Retention Differential	8K16	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential	8K17	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential	8K18	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Differential	8K19	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential – Medical Record Director	8K20	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and	8K21	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Retention Differential	8K22	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Recruitment and Retention Differential	8K23	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential – Educ. Special Schools Exempt	8K24	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	Y
Recruitment and Retention Differential – Developmental Ctr.	8K25	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention Differential – Developmental Ctr.	8K26	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention Differential - Developmental Ctr.	8K27	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention - Conservation (Termed 01/01/02	8K28	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and	8K29	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Retention - Business	BK30	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Taxes (Termed 01/01/02)	BK31	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention – Pharmacist	8K32	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
	8K33	X/X	blank	blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention	8K34	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8K35	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8K36	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
	8K37	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Unit 16 – No. Cal Dev. Ctr.	8K37	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention (Termed 01/01/02)	8K38	X/X	Blank	Blank	Y	8		*	Y	N	Y	Y	Y
Recruitment and Retention	8K39	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention – Personnel Specialist	8K40	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention - Personnel Specialist	8K41	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Unit 18 Pilot Program	8K42	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention – Excluded	8K42	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention – Pharmacist Classes	8K43	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention – Excluded	8K44	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention Unit 10 and Excluded	8K45	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention Unit 10 and Excluded (Previously Titled Temporary Recruitment and retention)	8K45	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention	8K46	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention	8K47	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention	8K48	X/X	Blank	Blank	Y	8		*	Y	Y	N	**	N

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention	8K49	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention	8K50	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8K51	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8K52	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention –Hospital Police	8K53	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	N
Recruitment and Retention	8K54	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention	8K55	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention	8K56	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Pelican Bay	8K57	X/X	Blank	Blank	Y	8		Y	Y	Y	N	N	N
Recruitment and Retention	8K58	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention	8K59	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention - Chemist (Abolished 04/01/04)	8K60	X/X	Blank	Blank	Y	8		Y	Y	N	N	N	N
Recruitment and Retention – Unit Supervisor Pilot	8K61	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention	8K62	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Developmental Centers	8K63	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention – Pharmacist Classes	8K64	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention - Excluded	8K65	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Staff Personnel Program Analyst	8K66	X/X	Blank	Blank	Y	8		N	Y	N	N	N	Y
Recruitment and Retention – Special Schools Exempt	8K67	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention – Excluded Employees	8K68	X/X	Blank	Blank	Y	8		*	Y	Y	Y	Y	Y
Recruitment and Retention – Medical Record Director	8K69	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Air Resources	8K70	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Unit 09	8K71	X/X	Blank	Blank	Y	8		*	Y	N	N	N	N
Retention and Record Director	8K72	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Unit 09	8K72	X/X	Blank	Blank	Y	8		*	Y	N	N	N	N
Recruitment and Retention - Unit 12	8K73	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Excluded Employees	8K74	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Developmental Centers	8K75	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Developmental Centers	8K76	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Excluded Employees	8K77	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Developmental Centers	8K78	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Developmental Centers	8K79	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Medical Technical Asst.	8K79	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention Pharmacist Classes	8K80	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*
Recruitment and Retention – Hearst Castle Museum Curator	8K81	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	*

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention – Hearst Castle Museum Curator	8K82	X/X	Blank	Blank	Y	8		N	Y	Y	N	**	N
Recruitment and Retention – Staff Personnel Program analyst	8K83	X/X	Blank	Blank	Y	8		N	Y	N	N	N	Y
Recruitment and Retention – Health Care classes as CDC Headquarters	8K84	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Health Care classes as CDC Headquarters	8K85	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Health Care classes as CDC Headquarters	8K86	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Prop 69 - Justice	8K87	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention – Licensed Vocational Nurses	8LV	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention - Licensed Vocational Nurses	8LVN	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Recruitment and Retention - Licensed Vocational Nurses	8LN	X/X	Blank	Blank	Y	8		Y	Y	Y	N	N	*
Recruitment and Retention Pay	8P86	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P87	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P88	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P89	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P90	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P91	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P92	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y

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PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention Pay	8P93	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P94	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P95	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P96	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P97	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P98	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Pay	8P99	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Recruitment and Retention Differential Annual	96	Blank	Blank	$$	N	9	6	N	N	N	N	N	N
Recruitment and Retention - Pharmacist Classes	9K	Blank	Blank	$$	N	9	K	*	Y	Y	N	N	N
Recruitment and Retention - Avenal, Chuckawalla Valley & Ironwood, Calipatria,& Centinelal	9K	Blank	Blank	$$	N	9	K	*	Y	Y	N	N	N
Recruitment and Retention - California Medical Facility	92	Blank	Blank	$$	N	9	2	N	N	N	N	N	N
Recruitment and Retention – Annual Differential Licensed vocational Nurses	9Z	Blank	Blank	$$	N	9	Z	*	N	N	N	N	N
Recruitment and Retention – Food and Ag	SJ	Blank	Blank	$$	N	S	J	*	Y	Y	Y	Y	Y
Recruitment and Retention – School for the Deaf	GH	Blank	Blank	$$	N	G	H	N	N	N	N	N	N
Recruitment and Retention – Unit 19 (Termed 03/01/02)	GH	Blank	Blank	$$	N	G	H	Y	Y	Y	N	N	N
Recruitment and Retention – Developmental Services – Excluded	GH	Blank	Blank	$$	N	G	H	N	Y	N	N	N	N

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Recruitment and Retention – Attascadero	GC	Blank	Blank	$$	N	G	C	N	Y	N	N	N	N
Recruitment and Retention; Canine; Education Pay	8CRA 8CRB	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Recruitment and Retention; Education Pay	8REA 8REB	X/X X/X	Blank Blank	Blank Blank	Y Y	8 8		Y Y	Y Y	Y Y	Y Y	Y Y	Y Y
Recruitment and Retention; UIAB Administrative Law Judge	SJ	Blank	Blank	$$	N	S	J	N	Y	N	N	N	Y
Regional Medical Director Temporary	8RMD	X/X	Blank	Blank	YU	8		N	Y	Y	Y	Y	Y
Relocation Allowance Differential	9R	Blank	Blank	$$	N	9	R	N	Y	N	N	N	N
Refrigeration Certification Allowance (CSU)	S4	Blank	Blank	$$	Y	S	4	N	N	N	N	N	Y
Regional Director, Agricultural Labor Relations Board Differential	8A4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Registered Nurse Range B or D – Lead Differential	8A3	Blank	Blank	Blank	N	8		Y	Y	Y	N	N	N
Residential Care/Independent Living Program Chief Domiciliary Services	8RC	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Rotating Shift Premium Pay	8RS	Blank	Blank	Blank	N	8		Y	N	N	N	N	Y
Rotating Shift Premium Pay	8U1	/X	Blank	Blank	N	8		*	N	N	N	N	Y
Satellite Work Location Pay	8SWL	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Salary Enhancement Judicial council	8SB1 8SB2 8SB3 8SB4 8SB5 8SB6	X/X X/X X/X X/X X/X X/X	Blank Blank Blank Blank Blank Blank	Blank Blank Blank Blank Blank Blank	Y Y Y Y Y Y	8 8 8 8 8 8		N N N N N N	Y Y Y Y Y Y	Y Y Y Y Y Y	N N N N N N	N N N N N N	N N N N N N
CSEA Salary Stipend (CSU)	S5	Blank	Blank	$$	N	S	5	N	N	N	N	N	Y
Salary Stipend (CSU)	8ST5 8ST6	Blank Blank	Blank Bland	Blank Blank	N N	8 8		Y Y	N N	N N	N N	N N	Y Y
Satellite Work Location	8SWL	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Pay Differential													
SCIF Employee Suggestions Award	9M	Bland	Blank	$$	N	9	M	N	N	N	N	N	N
SCIF Incentive Pay	SS	Blank	Blank	$$	N	S	S	N	N	N	N	N	Y
Senior Pay - California Highway Patrol	8SO1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SO2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SO3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SO4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8STO	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SO7	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Senior Pay; eight and one-half hour/nine and one-half hour workday pay; Advanced Education Pay Differential	8SN2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SN3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SN4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SN5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SN6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SN8	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Senior Pay; eight and one-half hour/nine and one-half hour workday pay; Motorcycle Differential - CHP	8SL2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SL3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SL4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SL5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SL6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SL8	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Senior Pay; eight and one-half hour/nine and one-half hour workday pay; Motorcycle Pay; Advanced Education Pay Differential - CHP	8CA2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8CA3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8CA4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8CA5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8CA6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8CA8	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AC2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AC3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AC4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AC5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AC6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8AC8	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Senior Peace Officer Pay Differential	8SP1	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SP2	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SP3	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SP4	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SP5	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SP7	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
	8SP8	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Senior Peace Officer Pay Differential (Termed 06/30/03)	8SP6	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Senior Peace Officer – 20 Year	820	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Sheetfed Offset Press Operator II Differential	8SOP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Shift Differential Pay -	8PEH	/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y

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PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Office of State Printing	8PNH	/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Short Notice Court Cancellation Pay	9D	Blank	Blank	$$	N	9	D	Y	N	N	N	N	N
Short Notice Court Cancellation Pay	9Y	Blank	Blank	$$	N	9	Y	Y	N	N	N	N	N
Short Shift Change	GO	Blank	Blank	$$	N	G	O	*	N	N	N	N	N
Skill Pay Differential	8SK	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Skilled Trades Supervisor (Casual employment)	8SKL	/X	Blank	Blank	Y	8		Y	N	N	N	N	N
Skills Retention Pay Diff. (Termed 04/01/02)	8SK1	Blank	Blank	Blank	N	8		Y	Y	N	N	N	N
Skills Retention Pay Diff. . (Termed 04/01/02)	8SK2	Blank	Blank	Blank	N	8		Y	Y	N	N	N	N
Skills Retention Pay Diff. . (Termed 04/01/02)	8SK3	Blank	Blank	Blank	N	8		Y	Y	N	N	N	N
Special Assignment Pay	8SA	/X	Blank	Blank	N	8		*	N	N	N	N	Y
Special Competency Pay	8SC	Blank	Blank	Blank	Y	8		N	Y	Y	N	N	Y
Special Investigator in-charge, Office of Internal Affairs Differential Pay	8U4	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
Special Investigator Recruitment and Retention Differential	8SI	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	N
Special Operations Unit	8N	/X	Blank	Blank	N	8		Y	Y	Y	N	**	Y
Special Services Compensation	9D	Blank	Blank	$$	N	9	D	*	N	N	N	N	N
Split-Shift Differential Pay	8U2	Blank	Blank	Blank	N	8		*	N	N	N	N	Y
Staff Specialist Compensation Differential	8SSC	X/X	Blank	Blank	Y	8		*	N	N	N	N	Y
Standby Duty Supervisor Pay	GU	Blank	Blank	$$	N	G	U	N	N	N	N	N	N
State Park Superintendent II Differential	8PS1	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8PS2	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8PS3	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8PS4	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8PS5	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
	8PS6	X/X	Blank	Blank	Y	8		N	Y	Y	Y	**	Y
State Registered Nurses Scholarship Award Differential	GQ	Blank	Blank	$$	N	G	Q	N	N	N	N	N	N

Miscellaneous Payments Processing Chart

(Revised 05/06) **G105**

PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Summer Fellowship Stipend (CSU)	9B	Blank	Blank	$$	N	9	B	N	N	N	N	N	N
Supervisory Performance Award	9S	Blank	Blank	$$	N	9	S	N	N	N	N	N	N
Surveillance Duty Pay	8SD	X/X	Blank	Blank	Y	8		N	Y	Y	N	N	Y
Sustained Superior Accomplishment Award	9M	Blank	Blank	$$	N	9	M	N	N	N	N	N	N
Task Force Commander	8TF	Blank	Blank	Blank	N	8		Y	Y	Y	Y	Y	N
Technology Investment Review	8TIR	X/X	Blank	Blank	Y	8		N	Y	N	Y	Y	Y
Temporary Supplemental	8TS1	X/X	Blank	Blank	Y	8		Y	Y	Y	N	N	N
Salary Adjustment	8TS2	X/X	Blank	Blank	Y	8		Y	Y	Y	N	N	N
Differential (Termed 07/01/01)	8TS3	X/X	Blank	Blank	Y	8		Y	Y	Y	N	N	N
Temporary Regional Medical Director	8RMD	X/X	Blank	Blank	Y	8		N	Y	Y	Y	Y	Y
Traffic Engineer Differential	8TED	X/X	Blank	Blank	Y	8		Y	Y	N	Y	Y	Y
Training Officer Differential Pay	8T6	X/	Blank	Blank	N	8		Y	N	N	N	N	Y
Training Officer	8R1	X/	Blank	Blank	N	8		*	N	N	N	N	Y
Differential	8R2	X/	Blank	Blank	N	8		*	N	N	N	N	Y
	8S1	X/	Blank	Blank	N	8		*	N	N	N	N	Y
	8S2	X/	Blank	Blank	N	8		*	N	N	N	N	Y
	8S4	X/	Blank	Blank	N	8		*	N	N	N	N	Y
	8I2	X/	Blank	Blank	N	8		*	N	N	N	N	Y
	8T1	/X	Blank	Blank	N	8		*	N	N	N	N	Y
	8T2	X/	Blank	Blank	N	8		*	N	N	N	N	Y
Transportation Engineer Technician Differential	8TAB 8TC 8TD	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Water Resources Technician II Differential	8TAB 8TC 8TD	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Transportation Surveyor/(Caltrans) Survey Party Lead Pay differential Department of Transportation	8PRT	X/X	Blank	Blank	Y	8		Y	Y	N	N	N	N
Transportation Reimbursement No. Cal Women's Facility	9R	Blank	Blank	$$	N	9	R	*	N	N	N	N	N

Miscellaneous Payments Processing Chart

(Revised 05/06) **G105**

PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES					EHDB	INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY							RETMT
PAY DIFF. AWARDS/BONUSES/ SPECIAL PAYS TITLE	**EID**	**DAYS/ HOURS**	**SALARY RATE**	**GROSS**	**LOCKED IN**	**PMT Type**	**PMT Suffix**	**OT**	**IDL**	**EIDL**	**NDI**	**LS**	**Subject**
Uniform Allowance (Civil Service OR CSU)	91	Blank	Blank	$$	N	9	1	N	N	N	N	N	N
Uniform Allowance (Civil Service Only)	S1	Blank	Blank	$$	N	S	1	N	N	N	N	N	Y
Vacation Buy Back	9V	Blank	Blank	$$	N	9	V	N	N	N	N	N	N
Van Pool Incentive	8VAN	Blank	Blank	$$	N	8		N	N	N	N	N	N
Voluntary Personnel Leave Program	8VL1	X/X	Blank	Blank	Y	8		N	N	N	N	N	Y
	8VL2	X/X	Blank	Blank	Y	8		N	N	N	N	N	Y
Water and/or Wastewater Operator Certificate Differential	SU	Blank	Blank	$$	N	S	U	Y	Y	Y	Y	Y	Y
Water and/or Wastewater Treatment Plan Operator – Unit 13 & Excluded	8CPO	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Water Treatment Plant Differential	8WTP	X/X	Blank	Blank	Y	8		Y	Y	Y	Y	Y	Y
Welding Certification Bonus Differential	GO	Blank	Blank	$$	N	G	O	N	N	N	N	N	N
Welding Certification (CSU)	SD	Blank	Blank	$$	N	S	D	N	N	N	N	N	Y
Weekend Differential	8WK	/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	Y
Corrections & Mental Health; Youth Authority	8WKN	/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	Y
	8Y1	/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	N
	8Y2	/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	N
	8Y3	/X	Blank	Blank	N	8		Y	Y	Y	Y	Y	N

SUBJECT: FRINGE BENEFITS/EMPLOYEE BUSINESS EXPENSES G 150

DESCRIPTION
(New 10/02)

A. Fringe Benefits (FB) and Employee Business Expenses (EBE) generally represent taxable and reportable income an employee receives in addition to his/her regular pay from an employer.

Note: Not all FB/EBEs are requested via Payroll Input Processing (PIP) System. Refer to PPM Section N 120, Fringe Benefits/Employees Business Expenses for additional information.

ELIGIBILITY CRITERIA REFERENCES: G 151
(New 10/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:

1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:

   a. Personnel Management Liaison Memos and Pay Letters - Issued electronically to Human Resources and available for those with authorization to the Personnel Information Exchange (P.I.E) System on DPA's web page (www.dpa.ca.gov) under policies and regulations

   b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations

2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:

   a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs)

TAXES: **G 152**
(New 10/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION: **G 153**
(New 10/02)

A. Calculation in the following payments
   1) Not Included: Overtime, Industrial Disability Leave, Non-Industrial Disability, or Lump Sum.
   1) Included: Not Applicable

B. Retirement: FE/EBES are not subject to retirement.
C. Blanket Serial Numbers: Separate and unique blanket serial numbers must be used by each agency/campus when requesting Fringe Benefits/Employee Business Expenses payments. Each agency/campus can designate their own blanket serial numbers but should not use serial numbers already designated for other types of pay. Unique Alternate Funding codes should be used on PIP when requesting multiple types of Fringe Benefits/Employee Business Expenses payments within the same batch.

D. Budget Information: The Fringe Benefits/Employee Business Expenses payments made through the USPS will be included on the monthly Blanket Expenditure Report. Agencies/campuses are not to add expenditures for Fringe Benefits/Employee Business Expenses payments to their schedule 7A as these expenditures will be treated as operating expenses.

E. Clearance System Reporting Information: The Clearance System was modified to include Fringe Benefits/Employee Business Expenses payments with the Title and Object of Expenditure Code number listed in the Uniform Code Manual.

PROCESSING PROCEDURES/METHODS: **G 154**
(Revised 04/03)

A. The following provides transmittal information and two processing methods for payments (i.e., STD. Form 674 and Payroll Input Process).

1. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with a STD. 671 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. PAYROLL ADJUSTMENT NOTICE - STD. FORM 674

a. Submission of STD. Form 674 for the following conditions:

1) Out of history payment – Pay Periods Prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
2) Adjustments to gross amount
3) Emergency employee
4) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)
5) Employee who is not active on the Employment History Data Base for the pay period.

b. Completion of STD. Form 674:

1) A STD. Form 674 is required to be completed for each pay period. The following items must be completed on the STD. Form 674. Refer to the following Std. Form 674 (**simplified version**) completion **example** below.

	(2) SOCIAL SECURITY NUMBER	(3) NAME	(4) POSITION NUMBER			
			AGENCY	UNIT	CLASS	SERIAL
	Complete	Complete	Complete			

	REMARKS: Describe payment type

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY RATE	TIME WORKED		PMT TYPE	PAY SUFFIX	EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR			DYS	HOURS						
A. PAYMENT PER SCO WARRAN REGISTE	Complete – If applicable								Complete			F	*	Complete-If applicable			
B. PAYMENT SHOULD BE			Complete						Complete			F	*	*	Complete		

FORM COMPLETED BY:	PHONE NO.		
Complete	Complete – enter extension		
(AGENCY NAME)		AUTHORIZED SIGNATURE	DATE
FROM: Complete		Complete	Complete

*For appropriate Suffix/or Earnings ID refer to G 3, b. FB/EBE PIP Processing chart

c. Submission of STD. Form 674 with attached listing for the following condition:

1) An attached listing (see format below) may be submitted along with a STD. Form 674, when payment requests are for four or more employees for the same pay period.
Note: Must have SCO approval prior to submitting listings

Note: Copy form for the ATTACHMENT TO FORM 674 and attach to document from Section G 955.

3. PAYROLL INPUT PROCESSING (PIP)

a. Fringe Benefits/Employees Business Expenses Pay is documented on a Time and Attendance (TA) Form 672 or Miscellaneous (Mis) Payroll/Leave Actions STD. 671 and keyed via the PIP.
b. The following FB/EBE chart provides:

1) FB/EBE in alphabetical order by title
2) Specific PIP keying instructions for FB/EBE by Earnings ID
3) Conditional fields that may or may not be completed
4) Various symbols, letters, and words as defined below:

a) Blank = Field(s) must be left blank
b) $$ = Gross is entered in the salary rate field on a STD. 671 (hard copy) and keyed on the Mis Screen,
or
Gross is entered in salary rate field on a Form 672 (hard copy) and keyed on the TA Screen

5) Specific payment type an suffix information by Earnings ID

Note: Before keying, refer to PPM Section N 120, , Fringe Benefits/Employees Business Expenses to confirm FB/EBEs requested via PIP are taxable.

FB/EBEs PIP PROCESSING CHART

G 154

(Revised 05/04)

PIP KEYING INSTRUCTIONS FOR FB/EBEs				PAYMENT INFORMATION	
FB/EBE TITLE	EARNINGS ID	DAYS/HOURS	SALARY RATE	TYPE	SUFFIX
AIRCRAFT REIMBURSEMENT PLAN	AR	BLANK	$$	F	2
BICYCLE MILEAGE	BM	BLANK	$$	F	7
CALL BACK MILEAGE	CB	BLANK	$$	F	8
COMMUTER MILEAGE	CC	BLANK	$$	F	6
EDUCATION ASSISTANCE	EA	BLANK	$$	F	A
ELECTRONIC DEVICES	ED	BLANK	$$	F	E
EMPLOYEE RECOGNITION AND MORALE PROGRAM	AE	BLANK	$$	F	3
ENTERTAINMENT EXPENSE	EE	BLANK	$$	F	F
GRATUITIES	TP	BLANK	$$	F	D
HEALTH AND SAFETY AWARD	AH	BLANK	$$	F	4
LONG TERM TRAVEL	LTT	BLANK	$$	F	B
MISCELLANEOUS INCENTIVE PROGRAM	IM	BLANK	$$	F	G
OVERTIME MEAL MONEY	95	BLANK	$$	9	5
REMOTE HEADQUARTER MILEAGE	RHM	BLANK	$$	F	1
SAFETY INCENTIVE AWARD PROGRAM	AS	BLANK	$$	F	5
TIPS	TI	BLANK	$$	F	C
UNIFORM ALLOWANCE	S1	BLANK	$$	S	1
UNIFORM ALLOWANCE	91	BLANK	$$	9	1

SUBJECT: FOLIO PAY

DESCRIPTION: **G 300**
(New 10/02)

A. Folio Pay (payment type C) is a payment an employee is entitled to receive in addition to his/her base on salary for preparing the minutes or decisions of hearings. Compensation is based on an employee's assigned classification (i.e., hearing reporter or hearing transcriber-typist) and BU contract.

ELIGIBILITY CRITERIA REFERENCES: **G 301**
(New 10/02)

A. Civil Service/Excluded Employees eligibility criteria are established by:
   1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Excluded employer-employee relations set forth by guidelines to users and departments via:
      a. Personnel Management Letters and Liaison Memos and Pay Letters - Issued electronically to Human Resources and available on DPA's web page (www.dpa.ca.gov) via the Personnel Information Exchange (P.I.E) System
      b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations
   2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:
      a. Payroll Letters – Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs)

TAXES: **G 302**
(New 10/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION **G 303**
(Revised 12/01)

A. Calculation of the following payment/benefits
   1. Not included: Overtime, Industrial Disability Leave, Non-industrial Disability, or Lump Sum.
   2. Included: Not Applicable.
B. Retirement: Folio Pay is not subject to retirement.

PROCESSING PROCEDURES/METHODS: **G 304**
(Revised 04/03)

A. The following provides transmittal information and two processing methods for payments (i.e., STD. Form 674 and Payroll Input Process).

   1. The Civil Service (CS) PIP Exceptions Transmittal form as shown below must be submitted along with a STD. Form 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. PAYROLL ADJUSTMENT NOTICE - STD. FORM 674

a. Submission of STD. Form 674 for the following conditions:
   1) Out of history payment – Pay Periods Prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
   2) Payment of 1,000 or more pages
   3) Adjustments to salary/or pages
   4) Emergency employee
   5) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)

b. Completion of STD. Form 674:
   1) A STD. Form 674 is required to be completed for each pay period. The following items must be completed on the STD. Form 674. Refer to the following Std. Form 674 (simplified version) completion example below

	(2) SOCIAL SECURITY NUMBER	(3) NAME	(4) POSITION NUMBER			
			AGENCY	UNIT	CLASS	SERIAL
	Complete	Complete	Complete			

REMARKS: Describe payment type

(6)	POS	ISSUE DATE MO	DY	YR	PAY PERIOD T	MO	YR	SAL TYPE	SALARY RATE	TIME WORKED DYS	HOURS	PMT TYPE	PAY SUFFIX	EARNINGS ID	GROSS	NET	WR #
A. PAYMENT PER SCO WARRANT REGISTER		Complete – If applicable						4	Enter hourly rate		Complete	C		C	Complete-If applicable		
B. PAYMENT SHOULD BE					Complete			4	Enter hourly rate		Complete	C		C	Complete		

FORM COMPLETED BY:	PHONE NO.		
Complete	Complete – enter extension		
(AGENCY NAME)		AUTHORIZED SIGNATURE	DATE
FROM: Complete		Complete	Complete

c. Submission of STD. Form 674 with attached listing for the following condition:

   1) An attached listing (see format below) may be submitted along with a STD. Form 674, when payment requests are for four or more employees for the same pay period.
   Note: Must have SCO approval prior to submitting listings.

Note: Copy form for the ATTACHMENT TO FORM 674 and attach to document from Section G 955

3. PAYROLL INPUT PROCESSING (PIP)

a. Folio Pay is documented on a Time and Attendance (TA) Form 672 or Miscellaneous (Mis) Payroll/Leave Actions STD. 671 and keyed via the PIP. In addition, the following special condition can be keyed via the PIP if in history, otherwise, request should be submitted on a STD. Form 674. Refer to G 304, Processing Procedures Methods.

   1) Special Condition is:

a) Original Folio Pay request(s) for 1,000 or more pages. Use two line entries (e.g., one with 900 pages and another with 100 or more pages).

2) The following Original Folio Pay PIP Processing Chart provides:

a) Folio Pay Earnings ID
b) Specific PIP keying instructions for Civil Service employees
c) Various symbols, letters, and words as defined below:

X = Days/hours must be entered in the Days/Hours field.
$$ = Hourly rate is entered in salary rate field on a STD. 671 (hard Copy) and keyed on the Mis Screen,
or
Hourly rate is entered in salary rate field on a Form 672 (hard copy) and keyed on the TA Screen
Blank = Field(s) must be left blank.

NOTE: Before keying, refer to the BU contract for eligibility criteria and rates

FOLIO PAY PIP PROCESSING CHART

EID	PIP KEYING INSTRUCTIONS FOR CIVIL SERVICE EMPLOYEES			
	DAYS/HOURS	SALARY RATE	671 ONLY WWG FLSA	GROSS
C	X/X	$$	BLANK	BLANK

SUBJECT: MILITARY LEAVE PAY G 500

DESCRIPTION

(Revised 09/02)

A. Employees in the National Guard or other branches of the U.S. military ordered to active military duty for: an event authorized by the President of the United States or Congress, a State of Emergency event proclaimed by the Governor are entitled to receive their State salary (regular pay plus any pay differentials) for 30 calendar days **per event** from their employer. On the 30th calendar day employees are placed on military leave by their departments (PAR transaction S51) and receive military leave pay, payment type 7. Military leave pay is the **difference** between their State salary and their military pay received from other entities such as the National Guard or other branches of the U.S. military. Employees whose military pay (e.g., National Guard) is **greater** than their regular pay/State salary are not entitled to receive military leave pay, payment type 7 but have the option to continue their State sponsored benefits such as health, dental, and vision.

B. Employees in the National Guard, or other branches of the U.S. military ordered to report for annual training or reserve drills are entitled to receive their State salary for 30 calendar days **per fiscal year.** Employees remain on pay status. However, if regular pay plus any pay differential orders are extended beyond the 30 days, employees are docked or placed on a military leave by their department.
In this case employees are not entitled to receive the difference between their State salary and their military pay from other entities, such as the National Guard. However, their military time must be tracked by their department . For California Leave Accounting System (CLAS) participants, refer to Job-Aids Section – available on SCO's web page (http://www.sco.ca.gov/ppsd/clas) under Emergency Military Leave or Military Leave for specific Earnings IDs used to update military leave credits.

Note: Refer to the Personnel Action Manual (Civil Service/Exempt employees) or the Personnel Information Management System Manual (CSU/Exempt employees) for military leave processing instructions.

ELIGIBILITY CRITERIA REFERENCES **G 501**
(New 09/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:
   1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:
      a. Personnel Management Liaison Memos and Pay Letters - Issued electronically to Human Resources and available for those with authorization to the Personnel Information Exchange (P.I.E) System on DPA's web page (www.dpa.ca.gov) under policies and regulations.
      b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm).
      c. California Government Code: Title 2 – Available in hard copy, and also available on DPA's web page (www.dpa.ca.gov) via the P.I.E System under DPA Laws or under SPB Laws, Chapter 11 (http://www.SPB.ca.gov/docs/laws/t83.htm)
      d. DPA's general information - Available on DPA's web page (www.dpa.ca.gov/general/militaryleave.shtm) under Military Leave.
   2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:
      a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs)
      b. CLAS – Available on SCO's web page (http://www.sco.ca.gov/ppsd/clas)
B. California State University (CSU employees eligibility criteria are established by:
   1. Chancellor's Office administering all matters concerning CSU employer-employee relations set forth by guidelines to users and campuses via:
      a. CSU Employee Policies and Programs – Available on CSU's web page (http://www.calstate.edu/hradm/policies.shtml) under letter M – Military Leave Policy
      b. Bargaining Unit (BU) Contracts – Available on CSU's web page (http://www.calstate.edu/hradm/salaryprogram/index.shtml)

TAXES **G 502**
(New 09/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION **G 503**
(Revised 12/01)

A. Calculation of the following payment/benefits
   1. Not included: Overtime, Industrial Disability Leave, Non-Industrial Disability, or Lump Sum.
   2. Included: Not Applicable.

B. Retirement: Military Leave is subject to retirement.

SALARY/BENEFITS **G 503**
(New 09/02)

A. Employees are eligible to receive the following benefits (i.e., as they would have received had they not been placed on military leave). Refer to DPA's web site publication for further details or information regarding military leave salary and benefits (www.dpa.ca.gov/general/militaryleave.shtm).
   1. General Salary Adjustments (GEN), Merit Salary Adjustments (MSA), and Special In-grade Salary Adjustments (SISA)

B. Employees are eligible to receive CALPERS service credit for military duty under the provisions of GC Section 20990 and 20997. Military leave pay, payment type 7 is not subject to retirement withholding.

DIRECT DEPOSIT **G 505**
(New 09/02)

A. Employees on active military duty are entitled to continue or enroll in the Direct Deposit program. Employees enrolling in this program must complete a form STD. 699, Direct Deposit Authorization Form. Refer to Section J – Direct Deposit.

PROCESSING PROCEDURES **G 505**
(New 09/02)

A. STD. Form 674 must be submitted along with a military leave worksheet to SCO/PPSD when requesting military leave pay, payment type 7. However, completion instructions of STD. Form 674 is not provided due to the variable information/changes based on specific military event(s). Therefore, further details or completion information is provided as follows:
   1. Refer to Payroll Letter(s) regarding military (leave) pay for processing procedures and completion instructions of STD. Form 674. This Payroll Letter is available on SCO's web page at: http://www.sco.ca.gov/ppsd/scoltrs
   2. Refer to DPA Personnel Management Liaison (PML) Memos for completion of the **military leave worksheet**. PML(s) is available on DPA's web page at: http://www.dpa.ca.gov via the PIE System under policies and regulations.
   3. Contact Payroll Liaison at (916) 323-3081 for questions regarding military leave pay.

SUBJECT: OUT-OF-STATE PAY

DESCRIPTION: **G 600**
(New 11/02)

A. Department of Insurance employees who are required to work out of state on a temporary basis are entitled to receive Out-of-State Pay (payment type Y). Out-of-State Pay is one-step increase derived from the employee's based on salary for the days worked in another state.

   Note: Excluded from this area is Out-of-State Relocation Differential Pay (Earnings ID 8J2) and Out-of-State Differential Pay (Earnings IDs 8W, 8W2, 8W3, and 8W4). Refer to G 105, Miscellaneous Payments Processing Chart.

ELIGIBILITY CRITERIA REFERENCES: **G 601**
(New 11/02)

A. Civil Service/Excluded Employees eligibility criteria are established by:

   1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Excluded employer-employee relations set forth by guidelines to users and departments via:

a. Personnel Management Letters and Liaison Memos and Pay Letters - Issued electronically to Human Resources and available on DPA's web page (www.dpa.ca.gov) via the Personnel Information Exchange (P.I.E) System

b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations

TAXES: **G 602**
(New 11/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION: **G 603**

A. Calculation of the following payments/benefits:

1) Not Included: Overtime, Industrial Disability Leave, Non-industrial Disability, or Lump Sum.
2) Included: Not applicable

B. Retirement: Out-of-State Pay is subject to retirement.

PROCESSING PROCEDURES/METHODS: **G 604**
(Revised 04/03)

A. The following provides transmittal information and two processing methods for payments (i.e., STD. Form 674, and STD. 683, Payroll Input Process (PIP) ADJ screen).

1. The Civil Service (CS) PIP Exceptions Transmittal form as shown below must be submitted along with a STD. Form 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. PAYROLL ADJUSTMENT NOTICE - STD. FORM 674
   a. Submission of STD. Form 674 for the following conditions:
      1) Original Payment for Out-of-State (payment type Y)
      2) Out of history payment – Pay Periods Prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
      3) Adjustments to salary/or time – only when request is out of history

   b. Completion of STD. Form 674:

      1) A STD. Form 674 is required to be completed for each pay period. The following items must be completed on the STD. Form 674. Refer to the following Std. Form 674 (simplified version) completion example below.

	(2) SOCIAL SECURITY NUMBER	(3) NAME	(4) POSITION NUMBER			
			AGENCY	UNIT	CLASS	SERIAL
	Complete	Complete	Complete			
	REMARKS: Describe payment type					

(6)	POS	ISSUE DATE			PAY PERIOD			SALTYPE	SALARY RATE	TIME WORKED		PMT TYPE	PAY SUFIX	EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS	HOURS					
A. PAYMENT PER SCO WARRANT REGISTER		Complete – If applicable						1	Complete		Complete		`			Complete-If applicable	
B. PAYMENT SHOULD BE						Complete		1	Enter one-step increase*		Complete		`		Complete		
FORM COMPLETED BY: Complete											PHONE NO. Complete – enter extension						
(AGENCY NAME) FROM: Complete														AUTHORIZED SIGNATURE Complete		DATE Complete	

*One-step is determined by multiplying the employee's based on salary by 1.05 (e.g., based on salary X 1.05 = one step increase)

c. Submission of STD. Form 674 with attached listing for the following condition:

3) An attached listing (see format below) may be submitted along with a STD. Form 674, when payment requests are for four or more employees for the same pay period.
Note: Must have SCO approval prior to submitting listings

Note: Copy form for the Attachment to form 674 and attach to document from Section G 955.

3. PAYROLL INPUT PROCESSING (PIP)

a. Out-of-State Pay adjustments are documented on a STD. 683 and keyed via the PIP.

1) The following Out-of-State Pay Adjustments PIP Processing Chart provides:

a) Specific PIP keying instructions for Out-of-State Pay adjustments by "Payment Per Warrant Register" and "Payment Should Be"
b) Various symbols, letters, and words as defined below:

PT = Payment Type
SD = Shift Differential
RC = Roll Code
Shaded area = Not required
X = Required

OUT-OF-STATE PAY ADJUSTMENTS PIP PROCESSING CHART

PIP SCREEN AREAS	PIP KEYING INSTRUCTIONS FOR OUT-OF-STATE PAY						
	SALARY RATE	DAYS	TB FRACTION	PT	HOURS	SD	RC
PAYMENT PER WARRANT REGISTER	X	X*		X			
PAYMENT SHOULD BE	X	X		X			

*Out-of-State Pay days previously issued (e.g., original plus adjustments) must be totaled and entered in this field.

A. Casual trade rate employees working in Skilled Trade classifications are entitled to trade rate benefits in accordance with their classification specified in the General Prevailing Wage Determination (G.P.W.D.) letter(s).

1. Employees that are not members of a governing union are no longer entitled to trade rate benefits per DPA PML #91-02, 1991. Refer to G 701, Eligibility criteria references.

2. Employees that are members of a governing union are entitled to trade rate benefits as follows:

   a. Employees are required to make contributions (e.g., vacation, sick leave, retirement, and bona fine fringe benefits) to a benefit trust fund (BT) via a code 049 deduction based on certain union agreements.

      Note: Refer to Section H 610 for code 049 deduction processing procedures information.

   b. Employees who choose health and welfare, pension or other benefit fund payments in lieu of the usual fringe benefits provided by the G.P.W.D. letter, are entitled to trade rate benefits (payment type E) to be paid directly to them.

ELIGIBILITY CRITERIA REFERENCES: **G 701**
(New 10/02)

A. Casual Trade Rate (Skilled Trades) Employees eligibility criteria are established by:

1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Excluded employer-employee relations set forth by guidelines to users and departments via:

   a. Personnel Management Liaison Memos and Pay Letters - Issued electronically to Human Resources and available for those with authorization to the Personnel Information Exchange (P.I.E) System on DPA's web page (www.dpa.ca.gov) under policies and regulations

B. Casual Trade Rate Employees eligibility criteria are established by:

1. Industrial Relations administering all matters concerning improvements in the working conditions for California's wage earners and to advance opportunities for profitable employment in California set forth by guidelines to users and departments via:

   a. Prevailing Wages - Available on Industrial Relation's web page (http://www.dir.ca.gov/DLSR/statistics_research.html) under statistics and research.

TAXES: **G 702**
(New 10/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION **G 703**
(Revised 12/01)

A. Calculation of the following payment/benefits
   1. Not included: Overtime, Industrial Disability Leave, Non-industrial Disability, or Lump Sum.
   2. Included: Not Applicable.

B. Retirement: Trade Rate Benefits is not subject to retirement.

PROCESSING PROCEDURES/METHODS: **G 704**
(Revised 04/03)

A. The following provides transmittal information and two processing methods for payments (i.e., STD. Form 674 and Payroll Input Process).

1. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with STD. Form 674 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. PAYROLL ADJUSTMENT NOTICE – STD. FORM 674
   a. Submission of STD. Form 674 for the following conditions:

      1) Out of history payment – Pay Periods Prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
      2) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments
      3) Requesting salary rate with three digits for cents

   b. Completion of STD. Form 674:

      1) A STD. Form 674 is required to be completed for each pay period. The following items must be completed on the STD. Form 674. Refer to the following Std. Form 674 (**simplified version**) completion **example** below.

	(2) SOCIAL SECURITY NUMBER	(3) NAME	(4) POSITION NUMBER			
			AGENCY	UNIT	CLASS	SERIAL
	Complete	Complete	Complete			
	REMARKS: Describe payment type					

(6)	POS	ISSUE DATE MO	ISSUE DATE DY	ISSUE DATE YR	PAY PERIOD T	PAY PERIOD MO	PAY PERIOD YR	SAL TYPE	SALARY FULL	TIME WORKED	TIME WORKED DYS	TIME WORKED HOURS	PMT. TYPE	PAY SUFFIX	EARNINGS ID	GROSS	NET	WR #
A. PAYMENT PER SCO WARRANT REGISTER		Complete – If applicable						4	Enter hourly rate		Complete		E		E	Complete-If applicable		
B. PAYMENT SHOULD BE					Complete			4	Enter hourly rate		Complete		E		E	Complete		

FORM COMPLETED BY:	PHONE NO.		
Complete	Complete – enter extension		
(AGENCY NAME) FROM: Complete		AUTHORIZED SIGNATURE Complete	DATE Complete

3. PAYROLL INPUT PROCESS (PIP)

a. Trade Rate Benefit (payment type E) is documented on a Time and Attendance (TA) Form 672 or Miscellaneous (Mis) Payroll/Leave Actions STD. 671 and keyed via the PIP.

1) The following PIP Processing Chart provides:

a) Trade Rate Benefit Earnings IDs
b) Information based on Earnings IDs
c) Specific fields that may or may not be completed
d) Various symbols, letters, and words as defined below:

X	=	Hours must be entered in the Days/Hours field
Blank	=	Field(s) must be left blank
$$	=	Hourly rate is entered in salary rate field on a STD. 671(hard copy) and keyed on the Mis Screen, or Hourly rate is entered in salary rate field on a Form 672 (hard copy) and keyed on the TA Screen

TRADE RATE BENEFITS PIP PROCESSING CHART

TRADE RATE BENEFITS EARNINGS IDs	HOURLY RATE INFORMATION	PIP KEYING INSTRUCTIONS FOR TRADE RATE BENEFIT (PAYMENT TYPE E)			
		DAYS/ HOURS	SALARY RATE	WWG	GROSS
E	Pay will issue at the based on hourly rate	/X	$$	BLANK	BLANK
E1	Pay will issue at a percentage of the based on hourly rate	BLANK	$$	BLANK	BLANK

SUBJECT: OUT-OF-CLASS ASSIGNMENT PAY G 825

DESCRIPTION
(Revised 06/02)

A. Out-of-Class-Assignment Pay is a payment an employee is entitled to receive for performing duties and responsibilities associated with a higher classification other than their current classification.

ELIGIBILITY CRITERIA REFERENCES **G 826**
(Revised 06/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:

1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:

a. Personnel Management Liaison Memos and Pay Letters - Issued electronically to Human Resources and available for those with authorization to the Personnel Information Exchange (PIE) System on DPA's web page (www.dpa.ca.gov) under policies and regulations.
b. Bargaining Unit (BU) Contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations.

c. California Civil Service Pay Scales, Section 6, Salary Relationships and Section 14, Pay Differentials – Available in hard copy, and also available on DPA's web page (www.dpa.ca.gov) via the PIE System under manuals & procedures.
d. Classification and Pay Guide Policies and Regulations, Section 375 - Available on DPA's web page (www.dpa.ca.gov) via the PIE System or on State Personnel Board's (SPB) web page (http://www.spb.ca.gov/transferrd.cfm)

2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:

a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs)

TAXES **G 827**
(Revised 06/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. (Refer to section H 100).

GENERAL INFORMATION **G 828**
(Revised 12/01)

A. Calculation of the following payments/benefits
1. Not included: Industrial Disability Leave, Non-industrial Disability, or Lump Sum with the exception of BU 15. Refer to DPA's web page (www.dpa.ca.gov) Pay Scales, Section 14.

2. Included: Overtime

B. Retirement: Out of Class Assignment Pay is subject to retirement.

EARNINGS IDs DEFINITIONS **G 829**
(Revised 06/02)

A. The Earnings IDs used for Out- of-Class Assignment Pay are defined as follows:

Note: Refer to the Out-of-Class Assignment Pay Determination Chart, G 829, for Earnings ID information by Bargaining Unit (BU) and methods of processing.

1. 8G and 8G2
a. Percentage Based Differential (formerly called 5% of The Daily Rate).
1) Payments are based on 5% over an employee's normal daily rate of the class to which the employee is appointed from the first day of the assignment up to 120 consecutive calendar days.

2) Payments are requested decentrally via the Payroll Input Process (PIP). The daily rate is automatically calculated by the Payroll System.

2. SI
a. Salary Difference Differential (formerly called Class Differential).
1) Payments are based on the difference between an employee's salary an the salary of the higher class at the same step the employee would receive if promoted to that class, for a period in excess of 120 consecutive days.

Or,

2) Payments are based on the difference between an employee's salary and the salary of the higher class at the same step the employee would receive if promoted to that class pursuant to Title 2 Cal. Code Regs Section 599.673, 599.674, or 599.676. The 120 consecutive calendar days criteria does not apply
3) Payments are requested decentrally via the PIP. The gross is manually calculated and entered on the PIP.

3. 8G1

a. One Step Differential.

1) Payments are based on one step of an employee's based on salary. The 120 consecutive calendar days criteria does not apply.

2) Payments are requested via documentation to PPSD. The One Step Differential gross is not required on the documentation.

OUT-of-CLASS ASSIGNMENT PAY DETERMINATION CHART **G 830**
(Revised 06/02)

A. The following Out-of-Class Assignment Pay Determination Chart is for determining the appropriate Earnings ID(s) to use **currently or retroactively** with the corresponding processing methods by BU or groups of BUs.
1. Specifically, the chart provides:

a. Earnings IDs' eligibility criteria (indicated on column headings as #);
b. If PIP is used to process a payment;
c. If a Form STD. 674 is required to request a payment;
d. DPA Pay Scales Differential number;
e. Earnings IDs to use based on BU and eligibility criteria;
f. Symbols, letters, and areas as defined below:
1) Shaded area = Not applicable
2) Y = Yes
3) ** = Applicable for specific conditions (e.g., employees on disability for a partial month). Refer to the submission of Form STD. 674 for conditions, G 830.

OUT-OF-CLASS ASSIGNMENT PAY DETERMINATION CHART FOR REPRESENTED/ EXCLUDED EMPLOYEES **G 830**

Note: Refer to the BU Contracts, or DPA Pay Letters to determine effective dates and eligibility criteria

CB/ID	# PERCENTAGE BASED RATE (up to 120 days) and EID	# SALARY DIFFERENCE DIFFERENTIAL (over 120 days) and EID	# SALARY DIFFERENCE DIFFERENTIAL (120 days does not apply) and EID	# ONE STEP DIFFERENTIAL (120 days does not apply) and EID	USE PIP	USE 674	DPA PAY SCALES DIFF. NUMBER

CB/ID	# PERCENTAGE BASED RATE (up to 120 days) and EID	# SALARY DIFFERENCE DIFFERENTIAL (over 120 days) and EID	# SALARY DIFFERENCE DIFFERENTIAL (120 days does not apply) and EID	# ONE STEP DIFFERENTIAL (120 days does not apply) and EID	USE PIP	USE 674	DPA PAY SCALES DIFF. NUMBER
R02, R15*, R17 * See Diff. Number 97 for Exceptions	8G or 8G2	SI			Y	**	90
R01, R03, R04, R11, R20, R21	8G or 8G2*	SI	SI		Y	**	91
R06, R07,R09	8G or 8G2*	SI			Y	**	92
R08	8G or 8G2	SI			Y	**	93
R10			SI	8G1	Y	**	94
R12	8G or 8G2	SI	SI		Y	**	236
R13			SI	8G1	Y	**	95
R14	8G or 8G2	SI	SI		Y	**	96
R15* *These class codes only: 2011, 2016, 2043, 2116, 2119, 2123, and 2124			SI		Y	**	97
R16			SI	8G1	Y	**	98
R18	8G or 8G2	SI	SI		Y	**	99
R19	8G or 8G2	SI	SI		Y	**	100
Excluded	8G or 8G2	SI	SI		Y	**	101
	Note: Prior to 5/99 employees are entitled to either the Percentage Based Rate or the Salary Difference Differential, whichever is greater. (The 120 days does not apply.)						

PROCESSING PROCEDURES/METHODS G 831

(Revised 06/02)

A. Payments are processed via two methods: Form STD. 674 and PIP. The following refers/provides processing procedures for each method.

1. PAYROLL ADJUSTMENT NOTICE - Form STD. 674
   a. Completion of Form STD. 674:
      1) A separate Form STD. 674 is required for each pay period. The following items must be completed on the Form STD. 674:
         a) Social Security Number (SSN)
         b) Employee Name
         c) Position Number (enter position from which payment is tobe issued. Class code must match the employment history class code for the pay period being requested)
         d) Remarks (provide employee's BU and an explanation for the condition for which pay is being requested)
         e) Payment Should Be
            1) Earnings ID
               - 8G is used for employees paid a monthly or daily salary rate
               - 8G2 is used for employees paid an hourly salary rate
               - 8G1 is used for employees paid a monthly, daily, or hourly salary rate
            2) SI is used for employees paid a monthly, daily, or hourly salary rate
            3) Salary Type
               - 8 – Percentage Based Differential
               - 4 – Percentage Based Differential, hourly rate
               - 1 – One Step Differential
               - Blank - Salary Difference Differential
            4) Gross
            5) Form Completed By and Telephone Number and Extension
            6) Agency Name
            7) Authorized Signature
   b. Submission of Form STD. 674 for the following conditions:
      1) Employees on disability for a partial month. Employees on disability the entire month are not eligible for Out-of-Class Assignment Pay.
      2) Specific deduction(s) (e.g., new garnishment) to be withheld from Out - of-Class Assignment pay.
      3) Out-of-Class Assignment Pay that does not agree with the rate criteria in the particular BU contract. DPA approval must be attached to the Form STD. 674 request. Refer to DPA Pay Scales, Section 14.
      4) Statutory employees.
      5) Employee has multiple/concurrent job assignments.
      6) Retroactive adjustments.
      7) Out of history payments – Pay periods prior to 13 months of payment history (i.e., the current pay period, plus 12 prior pay periods). Refer to the following three Form STD. 674 (simplified versions) **completion examples** below.

EXAMPLE 7 a:

Out-of-Class Assignment Pay based on Percentage Based Differential – Earnings IDs – 8G or 8G2.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete). Percentage Based Differential for up to 120 consecutive calendar days.

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED		EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS. HOURS				
B. PAYMENT SHOULD BE						COMPLETE		8	BLANK		COMPLETE	8G or	OPTIONAL		
						COMPLETE		4	BLANK		COMPLETE	8G2	OPTIONAL		

EXAMPLE 7 b:

Original Out-of-Class Assignment Pay based on Salary Difference Differential Earnings ID – SI.

Note: Prior to 5/1/99 use Earnings IDs – 8G or 8G2.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete). Salary Difference Differential over 120 consecutive calendar days or the 120 consecutive calendar days criteria does not apply.

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED		EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS. HOURS				
B. PAYMENT SHOULD BE						COMPLETE		1	BLANK		COMPLETE	8G or	COMPLETE		
						COMPLETE		4	BLANK		COMPLETE	8G2	COMPLETE		
						COMPLETE		-	BLANK		LEAVE BLANK	SI	COMPLETE		

EXAMPLE 7 c:

Original Out-of-Class Assignment Pay based on One Step Differential – Earnings ID – 8G1.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete).

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED		EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS. HOURS				
B. PAYMENT SHOULD BE						COMPLETE		1	BLANK		COMPLETE	8G1	OPTIONAL		

3) Rate criteria changes from Percentage Based Differential to Salary Difference Differential. Refer to the following two Form STD. 674 (simplified versions) completion examples below.

EXAMPLE 8 a:

Out-of-Class Assignment Pay transfer and adjustment from Earnings ID 8G or 8G2 to SI.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete). Out-of-Class Assignment Pay was paid incorrectly. Transfer funds to correct Earnings ID and adjust pay.

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED		EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS. HOURS				
A. PAYMENT PER SCO		complete						8	BLANK		COMPLETE	8G or	COMPLETE		
								4	BLANK		COMPLETE	8G2	COMPLET	COMPLETE	
														COMPLETE	
B. PAYMENT SHOULD BE						COMPLETE		-	BLANK		BLANK	SI	COMPLETE		

EXAMPLE 8 b:

Out-of-Class Assignment Pay transfer and A/R – Earnings ID – SI.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete). Out-of-Class Assignment Pay was paid incorrectly. Transfer funds to correct Earnings ID and adjust pay.

PAYROLL ADJUSTMENT NOTICE – ACCOUNTS RECEIVABLE (A/R)

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED			EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS.	HOURS				
A. PAYMENT PER SCO		complete						8 4	BLANK BLANK		COMPLETE COMPLETE		8G or 8G2	COMPLET COMPLET	COMPLETE COMPLETE	
B. PAYMENT SHOULD BE					COMPLETE								SI	COMPLETE		
OVERPAYMENT TO BE RECOVERED BY: **Note:** Must check at least one of the boxes on original 674 (A/R)																

9) Out-of-Class Assignment Pay was paid incorrectly. Refer to the following Form STD. 674 (simplified version) completion example below.

EXAMPLE 9 a:

Salary Difference Differential Pay was requested in error; it should have been requested as a Percentage Based Differential – Earnings IDs – SI to 8G or 8G2.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete). Out-of-Class Assignment Pay was paid incorrectly. Transfer funds to correct Earnings ID.

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED			EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS.	HOURS				
A. PAYMENT PER SCO		complete						-	BLANK	BLANK			SI	COMPLE	COMPLETE	
B. PAYMENT SHOULD BE					COMPLETE COMPLETE			8 4	BLANK BLANK		COMPLETE COMPLETE		8G or 8G2	COMPLETE COMPLETE		

10) Original Out-of-Class Assignment Pay to include locked-in pay differentials or shift differential for Earnings ID 8G or 8G2 (Percentage Based Differential). Refer to the following Form STD. 674 (simplified version) completion example below.

Note: Locked-in pay differentials and/or shift differential amounts are not automatically included via PIP.

EXAMPLE 10 a:

Original Out-of-Class Assignment Pay to include locked-in pay differentials or shift differential. – Earnings IDs – 8G or 8G2.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete). Employee's Bargaining Unit is (complete). Locked in pay differential and/or shift differential to be included is (complete).

(6)	POS	ISSUE DATE	PAY PERIOD	SAL TYP	SALARY FULL	TIME WORKED	EARNINGS ID	GROSS	NET	WR #

		MO	DY	YR	T	MO	YR	E			DYS	HOURS				
B. PAYMENT SHOULD BE					COMPLETE			8	BLANK		COMPLETE		8G or	COMPLETE		
					COMPLETE			4	BLANK		COMPLETE		8G2	COMPLETE		

11) Adjustments to Overtime to include Out-of-Class Assignment Pay. Refer to the following Form STD. 674 (simplified version) completion example below.

EXAMPLE 11 a:

Adjust overtime rate to include Out-of-Class Assignment Pay – Overtime Earnings IDs – OF, OF5, or OF6.

ENTER IN REMARKS: Effective date of Out-of-Class Assignment is (complete).Employee's Bargaining Unit is (complete). Adjust overtime rate to include Out-of-Class Assignment Pay.

(6)	POS	ISSUE DATE			PAY PERIOD			SAL TYPE	SALARY FULL	TIME WORKED			EARNINGS ID	GROSS	NET	WR #
		MO	DY	YR	T	MO	YR				DYS.	HOURS				
A. PAYMENTPERSCO		complete						4	COMPLETE			COMPLETE	COMPLETE	COMPLETE		
B. PAYMENT SHOULD BE					COMPLETE			4	COMPLETE			COMPLETE	OF, OF5, or OF6			

2. PAYROLL INPUT PROCESS (PIP)

a. Out-of-Class Assignment Pay is documented on a Time and Attendance (T/A) Form 672 or Miscellaneous (Misc.) STD. 671 and keyed via PIP. In addition, the following special conditions can be keyed via the PIP if in history, otherwise, requests should be submitted on a Form STD. 674. Refer to G 829.

1) Special conditions are:

a) Adjustments to Earnings ID SI payments by entering the adjustment gross in the computed gross field.
b) Original overtime payment that includes Out-of-Class Assignment Pay key via the PIP by using Earnings IDs: OF, OF5, or OF6 (FLSA Special Computed Rate).
c) Mid-month rate criteria change from a Percentage Based Differential to a Salary Difference Differential.

b. The following Out-of-Class Assignment Pay Processing Chart provides:

1) Specific PIP keying instructions for excluded and represented employees by Earnings ID.
2) Conditional fields that may or may not be completed.
3) Symbols, letters, and words are defined below:
   a) X = Enter days/hours (rate criteria is based on a 21 or 22 day pay period)
   b) $$ = Gross is entered in the salary rated field on a STD. 671 (hard copy) and keyed on the MIS screen.
   c) Blank = Days/Hours, Rate, and/or gross must be left blank

NOTE: Before keying, refer to the DPA Pay Scales Section 6, Salary Relationships, and Section 14, Pay Differentials, and Guide to Classification and Pay Policies and Procedures, Section 375

Out-of-Class Assignment Pay Processing Chart
PIP KEYING INSTRUCTIONS FOR EXCLUDED AND REPRESENTED EMPLOYEES

EID	DAYS/HOURS	SALARY RATE	GROSS
SI	Blank	Blank	$$
8G	X/X	Blank	Blank
8G2	/X	Blank	Blank

SUBJECT: HOLIDAY PAY **G 925**
DESCRIPTION
(Revised 08/02)

A. An employee working on an observed holiday is entitled to receive appropriate compensation for all hours worked on the day of the holiday in accordance with his/her classification's assigned workweek group or bargaining unit (BU) contract. The method of compensation (i.e., Holiday Credit, cash or compensatory time off) is at the discretion of the State.

Note: Excluded from this area is the Holiday Credit Pay Differential. Refer to G 100, Miscellaneous Payments Processing Chart.

ELIGIBILITY CRITERIA REFERENCES: **G 926**
(Revised 08/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:

1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:

   a. BU contracts - Available on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under Labor Relations

   b. California Civil Service Pay Scales, Section 10 - Available in hard copy , and also available for those with authorization to the PIE System on DPA's web page (www.dpa.ca.gov) under policies and regulations

2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:

   a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs).

B. California State University (CSU) Employees eligibility criteria are established by:

1. Chancellor's Office administering all matters concerning California State University employer-employee relations set forth by guidelines to users and campuses via:

a. BU contracts – Available on CSU's web page (www.calstate.edu/hradm/policies.shtml) under Collective Bargaining Agreement, Labor Relations.

TAXES: **G 927**
(Revised 08/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, taxes.

GENERAL INFORMATION **G 928**
(Revised 12/01)

A. Calculation of the following payment/benefits
1. Not included: Overtime, Industrial Disability Leave, Non-industrial Disability, or Lump Sum.
2. Included: Not Applicable.

B. Retirement: Holiday Pay is subject to retirement.

HOLIDAY PAY DETERMINATION CHART FOR CIVIL SERVICE AND CSU EMPLOYEES **G 929**

(Revised 08/02)

A. The following Holiday Pay Determination Chart identifies various conditions that need to be considered to determine the appropriate Earnings ID(s) to use based on provisions from BU contract(s) and Section 7K of the Fair Labor Standards Act (FLSA).

1. Specifically, the chart provides:
   a. Holiday Pay provisions
   b. Holiday Pay Factors and Shift differential Codes by Earnings IDs:
      0.5 = Half Time
      1.0 = Straight Time
      1.5 = Time and One Half
      E = Evening Shift
      N = Night Shift
   c. Earnings IDs to use based on full time/part time and /or 7K employees
   d. Payroll conditions based on Earnings IDs
   e. Hourly rate information
   f. Symbols and areas as defined below:
      Shaded area = Not applicable
      X = Applicable for specific condition, Holiday Pay Factor, Shift Differential Code and EID

HOLIDAY PAY DETERMINATION CHART FOR CIVIL SERVICE AND CSU EMPLOYEES

HOLIDAY PAY PROVISIONS	HOLIDAY PAY FACTORS and SHIFT DIFF. CODES					USE EARNINGS ID	WHEN PAYROLL CONDITION IS TO:	HOURLY RATE INFORMATION
	.5	1.0	1.5	E	N			
Full-time employees working on an observed holiday are entitled to receive pay at a rate of one and one-half times their regular rate of pay for each hour worked. Or, Part time or intermittent employees working on an observed holiday are entitled to receive pay at the rate of straight time for all hours worked unless such time exceeds 40 hours in a work week.	X					H	Include applicable "Locked in" Pay Differentials in the hourly rate .	Hourly rate is automatically calculated and derived from employee's Employment History (EH) record.
		X				H5*		
			X			H6		
	X			X		HE	Include Shift Differential and applicable "Locked IN" Pay Differentials in the hourly rate.	Hourly rate is automatically calculated and derived from employee's EH record and Shift Differential rate.
		X		X		H5E		
			X	X		H6E		
	X				X	HN		
		X			X	H5N		
			X		X	H6N		
Full-time or part time employees working in settings, such as institutions, that must provide coverage 24 hours a day, 7 days a week are entitled to pay in accordance with the Section 7K of the FLSA: For Example: Employees in law enforcement or fire suppression classes	X					HG	Include/not include Pay Differentials or Shift Differential rate in calculating Holiday Pay for employees whose Holiday Pay **requires special calculation.** For example: Employees whose compensation is based under Section 7K of the FLSA (e.g., Correctional Officers)	Hourly rate is manually calculated and entered on the PIP.
		X				HG5		
			X			HG6		
	X			X		HGE		
		X				HG5E		
			X			HG6E		
	X				X	HGN		
		X			X	HG5N		
			X		X	HG6N		

* Earnings ID H5 is also used by the Department of Water Resources to request Lump sum Holiday Pay (formerly called Floating Holiday Pay) for biweekly employees. Lump sum Holiday Pay is an unused holiday time accrued during a fiscal year. Payments are issued on an hour-for-hour basis, at the employees' current salary rate.

RETROACTIVE HOLIDAY PAY ADJUSTMENTS: **G 930**
(Revised 08/02)

A. SCO/PPSD will process adjustments for all employees whose Holiday Pay was automatically calculated and derived from EH record for a **full** month(s) as a result of a retroactive salary increase (e.g., General Salary Increase).

PROCESSING PROCEDURES/METHODS: **G 931**
(Revision 04/03)

A. The following provides transmittal information and three processing methods for payments (i.e., STD. 671, STD. Form 674 and Payroll Input Process).

1. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with a STD. 671 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. MISCELLANEOUS PAYROLL/LEAVE ACTION – STD. 671

a. Submission of STD. 671 (original Holiday Pay) for the following conditions:

Note: The same conditions listed below apply for the submission of STD. Form 674 when requesting original Holiday Pay.

1) Out of history payment – Pay periods prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
2) Mid-month salary rate change requesting time to be paid in the same position
3) Payment of 250 or more hours
4) Employees in BU 18 cashing out their Holiday Pay hours to be paid at a current rate for out of history payments.
5) Emergency employee
6) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)
7) Employee has multiple/concurrent job assignments
8) Mid month salary rate and/or position number change requesting Lump Sum Holiday for a biweekly employee .

b. Completion of STD. 671:

1. A STD. 671 Form is required to be completed for each pay period. The following areas must be completed on the STD. 671.

a) Pay Period
b) Agency Name
c) Social Security Number (SSN)
d) Employees Name
e) Position Number (enter employee's EH position number from the pay period being requested)
f) EID - Refer to the Holiday Pay Determination Chart, G 928
g) Time to be Paid (enter hours)
h) Alternate Funding Code (enter an alpha or numeric character if payment is to be charged to an agency, reporting unit, and/or serial number other than the employee's EH position)
i) Salary Rate (complete with an hourly rate)
j) WWG
k) Gross
l) Alternate Funding (enter position from which payment is to be issued.
Note: Class code must match employee's EH records for the pay period being requested)
M) Authorized Signature/Telephone Number and Extension
n) Date Signed

3. PAYROLL ADJUSTMENT NOTICE – STD. Form 674

a. Submission of STD. Form 674 (Holiday Pay adjustments only) for the following conditions:

1) Mid-month salary adjustments to salary rate or salary rate and time.2)Holiday Pay rate was automatically calculated and derived from employee's EH record, and the rate should have been manually computed (e.g., employee in BU 6, WWG 2 should have been paid at the 7K rate).

Note: Adjustments due as a result of a **full** month retroactive salary increase will be processed by SCO/PPSD Operations.

b. Completion of STD. Form 674:

1) A STD. Form 674 Form is required to be completed for each pay period. The following items must be completed on the STD. Form 674.

a) Social Security Number (SSN)
b) Employee Name
c) Position Number (enter position from which payment is to be issued. Note: Class code must match employee's EH class code for the pay period being requested)
d) Remarks - if applicable
e) Payment Per SCO Warrant Register/Payment Should Be
- Issue Date – if applicable
- Pay Period
- Salary Rate (hourly rate)
- Time Worked
- Payment Type
- Suffix (e.g., H or G)
- Earnings ID
- Shift Code – if applicable
- Gross
- Net
- Warrant Number

f) Payment Should Be (6B)
- Pay Period
- Salary Rate (hourly rate)
- Time worked
- Payment Type
- Suffix (e.g., H or G)
- Earnings ID
- Shift Code – if applicable

g) Form completed by and Telephone Number and Extension
h) Agency Name
I) Authorized Signature

4. PAYROLL INPUT PROCESS (PIP)

a. Original Holiday Pay is documented on a Time and Attendance (T/A) Form 672 or Miscellaneous (Misc.) STD. 671 and keyed via the PIP. In addition, the following special conditions can be keyed via the PIP if in history, otherwise, request should be submitted on a STD. 671 or STD. Form 674. Refer to G 929 (Processing Procedures/Methods).

1) Special Conditions are:

a) When Holiday Pay payment request is for additional time that matches the time of the original payment. Key then, via the PIP by using two line entries (e.g., 4 hours has already been issued to employee and he/she is due an additional 4 hours. Key one line entry with 1 hour and another line entry with 3 hours).

b) When Holiday Pay payment request is for 250 or more hours. Key then, via the PIP by using two line entries (e.g., one with 100 hours and another with 150 or more hours).

2) The following Original Holiday Pay PIP Processing Chart provides:

a) Holiday Pay Earnings IDs

g) Specific PIP keying instructions for Civil Service and CSU employees by EID

c) Various symbols, letters, and words as defined below:

X = Hours must be entered in the Days/Hours field.
Blank = Field(s) must be left blank.
$$ = Hourly rate must be entered in salary rate field on the TA PIP Screen or the MIS PIP Screen

NOTE: Before keying, refer to the DPA Pay Scales Section 14 to determine if Pay Differentials should be included in Holiday Pay rate or Section 10 to verify WWG's eligibility criteria.

HOLIDAY PAY Earnings IDs	PIP KEYING INSTRUCTIONS FOR CIVIL SERVICE AND CSU EMPLOYEES			
	DAYS/HOURS	SALARY RATE	WWG	GROSS
H, H5, H6, HE, H5E, H6E, HN,H5N, or H6N	/X	Blank	Blank	Blank
HG, HG5, HG6, HGE, HG5E, HG6E, HGN, HG5N, or HG6N*	/X	$$	Blank	Blank

* Pay Differentials that are included in overtime calculation are also included in Holiday Pay calculation. Before keying, refer to the DPA Pay Scales Section 14 to determine if Pay Differentials should be included in Holiday Pay rate.

SUBJECT: PLANNED OVERTIME PAY

G 950

DESCRIPTION
(New 09/02)

A. Fire Protection employees assigned to an Immediate Response Assignment (IRA-72) or a Non-Immediate Response Assignment (NIRA-53) are entitled to receive Planned Overtime Pay for all hours worked in excess of the number of hours required to work during their work period. Compensation is based on an average duty week or work week under the Fair Labor Standards Act (FLSA), work week group (WWG), and bargaining unit (BU) contract (s).

ELIGIBILITY CRITERIA REFERENCES **G 951**
(New 09/02)

A. Civil Service/Exempt Employees eligibility criteria are established by:
   1. Department of Personnel Administration (DPA) administering all matters concerning California State Civil Service/Exempt employer-employee relations set forth by guidelines to users and departments via:
      a. BU contracts - Available for those with authorization to the Personnel Information Exchange (PIE) System on DPA's web page (www.dpa.ca.gov/collbarg/contract/bumenu.shtm) under search the BU contracts
      b. California Civil Service Pay Scales, Section 10 – Available in hard copy , and also available on DPA's web page (www.dpa.ca.gov) via the PIE System under policies and regulations
   2. State Controller's Office (SCO)/PPSD administering the State Payroll and Employment History processes set forth by guidelines to users and departments via:
      a. Payroll Letters - Issued electronically to Human Resources and available on SCO's web page (http://www.sco.ca.gov/ppsd/scoltrs)

TAXES **G 952**
(New 09/02)

A. In accordance with the tax laws, a flat rate method is used for federal and state tax withholdings. Refer to Section H 100, Taxes.

GENERAL INFORMATION **G 953**
(Revised 02/05)

A. Calculation of the following payment/benefits
   1. Not included: Overtime, Industrial Disability Leave, Non-industrial Disability, or Lump Sum.
   2. Included: Not Applicable.

PLANNED OVERTIME PAY DETERMINATION CHART FOR FIRE PROTECTION EMPLOYEES **G 954**
(New 09/02)

A. The following Planned Overtime Pay Determination Chart provides the Earnings ID(s) to use based on employee's assignment, FLSA provisions, or BU contract(s)
   1. Specifically, the chart provides:
      a. Planned Overtime Pay provisions
      b. Planned Overtime Pay Factors and Shift Differential Codes by Earnings IDs:

0.5	=	Half Time
1.0	=	Straight Time
1.5	=	Time and One Half
E	=	Evening Shift
N	=	Night Shift

      c. Earnings IDs to use for Planned Overtime Pay Provisions
      d. Hourly rate information
      e. Symbols and areas as defined below:
         Shaded area = Not applicable
         X = Applicable for Planned Overtime Pay Factor and/or Shift Differential Code

PLANNED OVERTIME PAY PROVISIONS	PLANNED OVERTIME PAY FACTORS and SHIFT DIFF. CODES					EARNINGS ID	HOURLY RATE INFORMATION
	.5	1.0	1.5	E	N		
Fire Protection employees in BU 07 and 08 assigned to an Immediate Response Assignment (IRA-72) or a Non-Immediate Response Assignment (NIRA-53). ***Employees in Fire Suppression classes are eligible to receive pay on a current month prior to issuance of their corresponding regular pay at the end of their work period based on the following criteria:** • **Agency code 542** • **BU R08, S08, or E08** • **WWG 2**	X					HG*	Hourly rate is manually calculated and entered on the PIP.
		X				HG5*	
			X			HG6*	
	X			X		HGE	
		X				HG5E	
			X			HG6E	
	X				X	HGN	
		X			X	HG5N	
			X		X	HG6N	

PROCESSING PROCEDURES/METHODS G 954

(Revised 04/03)

A. The following provides transmittal information and three processing methods for payments (i.e., STD. 671, STD. Form 674 and Payroll Input Process).

1. The Civil Service PIP Exceptions Transmittal form as shown below must be submitted along with a STD. 671 to SCO/PPSD Payroll Operations for payments that cannot be keyed via PIP.

Note: Copy form for the CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL and attach to document from Section G 955.

2. MISCELLANEOUS PAYROLL/LEAVE ACTION – STD. 671
   a. Submission of STD. 671 (original Planned Overtime) for the following conditions:
      Note: The same conditions listed below apply for the submission of STD. Form 674 when requesting original Planned Overtime.
      1) Out of history payment – Pay periods prior to 13 months of payment history (i.e., the current pay period plus 12 prior pay periods)
      2) Mid-month salary rate change requesting time to be paid in the same position
      3) Payment of 250 or more hours (Refer to G 954, 4.1(, b. Special Conditions if payment is in history)
      4) Emergency employee
      5) Payment needing processing coordination (with PPSD) for a specific deduction to be applied to the payment request (e.g., new garnishments)
      6) Employee has multiple/concurrent job assignments

   b. Completion of STD. 671:
      1) A STD. 671 Form is required to be completed for each pay period. The following areas must be completed on the STD. 671.
         a) Pay Period
         b) Agency Name
         c) Social Security Number (SSN)
         d) Employees Name
         e) Position Number (enter employee's EH position number from the pay period being requested)

f) Earnings ID - Refer to the Planned Overtime Pay Determination chart, G 953
g) Time to be Paid (enter Hours)
h) Alternate Funding Code (enter an alpha or numeric character if payment is to be charged to an agency, reporting unit, and/or serial number other than the employee's EH position)
i) Salary Rate (complete with an hourly rate)
j) WWG
k) Gross
l) Alternate Funding (enter position from which payment is to be issued
Note: Class code must match employee's EH records for the pay period being requested)
m) Authorized Signature/Telephone Number and Extension
n) Date Signed

3. PAYROLL ADJUSTMENT NOTICE – STD. Form 674
   a. <u>Submission of STD. Form 674 (Planned Overtime Pay adjustments) for the following conditions</u>:
      1) Adjustments to salary rate or salary rate and time
      2) Adjustments due to a retroactive Employment History salary rate increase (e.g., general salary increase)
      3) Transfer of funds from regular overtime (payment type 1) to Planned Overtime (payment type S)
   b. <u>Completion of STD. Form 674:</u>
      1) A STD. Form 674 is required to be completed for each pay period. The following items <u>must be completed</u> on the STD. Form 674.
         a) Social Security Number (SSN)
         b) Employee Name
         c) Position Number (enter position from which payment is to be issued. Note: Class code must match employee's EH class code for the pay period being requested)
         d) Remarks - if applicable (e.g., indicate in remarks to adjust retirement if a transfer of funds from payment type 1 to payment type S is being requested)
         e) Payment Per SCO Warrant Register
            - Issue Date – if applicable
            - Pay Period
            - Salary Rate (hourly rate)
            - Time Worked
            - Payment Type
            - Suffix (e.g.,G)
            - Earnings ID
            - Shift Code – if applicable
            - Gross
         f) Payment Should Be
            - Pay Period
            - Salary Rate (hourly rate)
            - Time Worked
            - Payment Type
            - Suffix (e.g.,G)
            - Earnings ID
            - Shift Code – if applicable
         g) Form completed by and Telephone Number and Extension
         h) Agency Name
         i) Authorized Signature

4. PAYROLL INPUT PROCESS (PIP)
   a. Original Planned Overtime Pay is documented on a Time and Attendance (TA) Form 672 or Miscellaneous (Mis) Payroll/Leave Actions STD. 671 and keyed via the PIP. In addition, the following special conditions can be keyed via the PIP if in history, otherwise, request should be submitted on a STD. 671 or STD. Form 674. Refer to G 954 (Processing Procedures/Methods).
      1) Special Conditions are:
         a) When Planned Overtime request is for additional time and time-to-be-paid matches the original time issued (e.g., 4 hours has already been issued and additional 4 hours is due. Use two line entries. For example, key one entry with time-to-be-paid as 1 hour and the other line entry as 3 hours.

         Note: the time-to-be-paid for the two line entries cannot match (e.g., one entry is ttbp is 2 hours, the other is 2 hours). Otherwise, one of the payments will reject for duplicate payment.

         b) Original Planned Overtime Pay payment request is for 250 or more hours. Use two line entries. For example, key one entry with time-to-be-paid as 100 hours and the other line entry as 150 or more hours. Note: the time-to-be-paid for the two line entries cannot match (e.g., one entry is ttbp is 100 hours, the other is 100 hours). Otherwise, one of the payments will reject for duplicate payments
      2) The following Original Planned Overtime Pay PIP Processing Chart provides:
         a) Planned Overtime Pay Earnings IDs
         b) Specific PIP keying instructions for Fire Protection employees
         c) Various symbols, letters, and words as defined below:

            X = Hours must be entered in the Days/Hours field.
            Blank = Field(s) must be left blank.
            $$ = Hourly rate must be entered in salary rate field on the TA PIP Screen or the Mis PIP Screen.

ORIGINAL PLANNED OVERTIME PAY PIP PROCESSING CHART
NOTE: Before keying, refer to employee's BU contract to verify eligibility criteria

PLANNED OVERTIME PAY Earnings IDs	PIP KEYING INSTRUCTIONS FOR FIRE SUPPRESSION AND FORESTRY EMPLOYEES			
	DAYS/HOURS	SALARY RATE	WWG	GROSS
* HG, HG5, HG6, HGE, HG5E, HG6E, HGN, HG5N, or HG6N	/X	$$	Blank	Blank

* These Earnings IDs may also be used by Department of Corrections and Youth Authority to request Holiday Pay for 7K employees. Refer to G 929 (Original Holiday Pay PIP Processing Chart)

Note: Copy either of the forms below: (CIVIL SERVICE PIP EXCEPTIONS TRANSMITTAL or ATTACHMENT TO FORM 674) and attach to the appropriate document

SEE BELOW ---

CIVIL SERVICE
PIP EXCEPTIONS TRANSMITTAL

Date:

To: Payroll Operations

From Department:_____

Attached are document (s) which WERE NOT keyed, for the reason shown below:

__ Out of history payment

__ Mid-month position or salary rate change

__ Payment of 250 or more hours

__ Payment is for an emergency employee

__ Overtime request for employee not appointed to department in which overtime is being requested

__ 10/12 pay plan employee

__ Other/Explain:_____

ATTACHMENT TO FORM 674

Pay Period _____

Social Security Number	Employee's Name	Agency	Unit	Class	Serial	Rate	Time/Units	Gross